

FLEMING'S SERIES OF BUSINESS BOOKS.

HOW TO WRITE A BUSINESS LETTER

C. A. FLEMING.



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HOW TO WRITE A BUSINESS LETTER:

*A Manual for use in Colleges and Schools, and
for Private Learners,*

— BY —

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"Thirty Lessons in Punctuation," "Self-Instructor in Penmanship," &c.*

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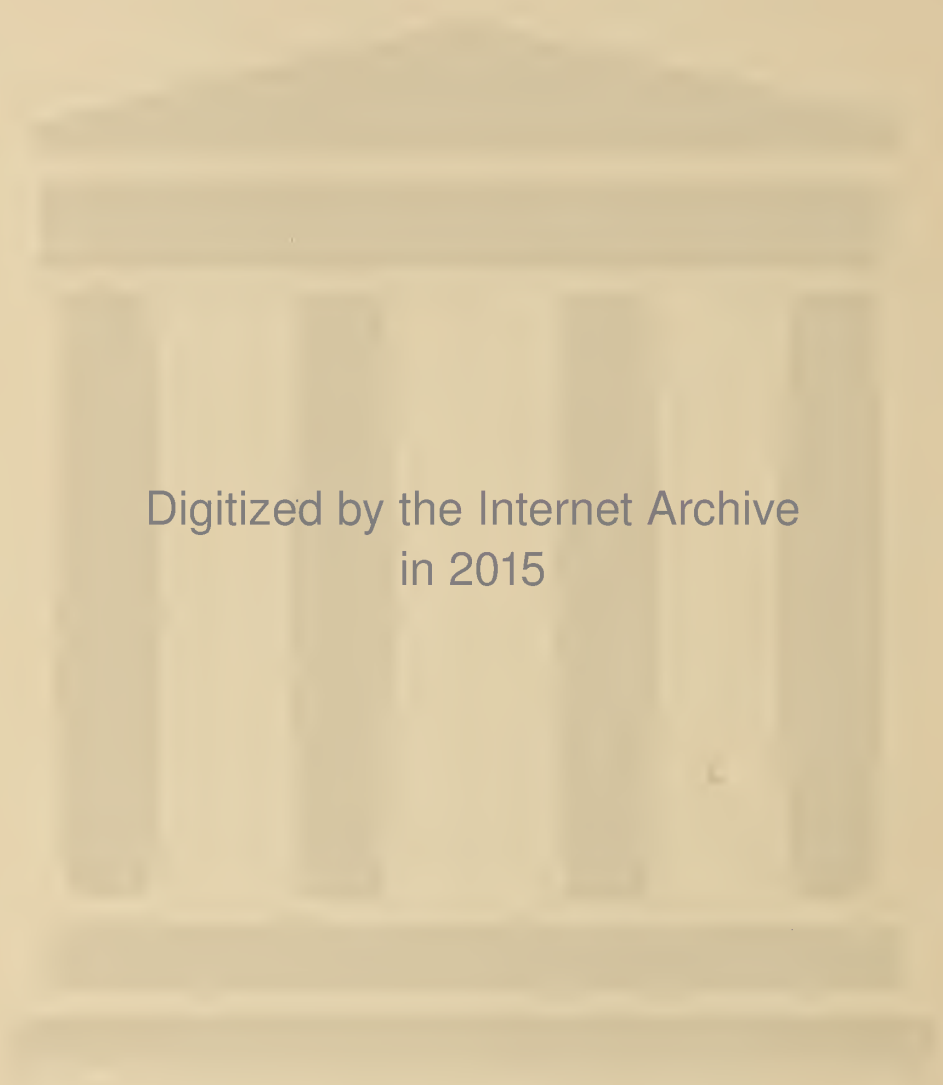
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PREFACE.

The Author of this book has prepared it for the use of all who wish to study business Letter Writing. He has endeavored to arrange the subject so that the student may learn, both by precept and example, how to arrange his letters in good form in their various parts, to copy, fold and prepare them for the mail and to file for reference the correspondence received from others. There are also sample letters included, written in "script and on the typewriter," also a variety of practical business subjects for exercises in their composition. Considerable attention has been given to the correction of common blunders both in the use of words and in the grammatical construction of sentences. Punctuation and proof reading have the attention that their importance merits. A list of abbreviations and contractions at the end of the book will frequently be found useful in the office as well as in the school-room. To the teacher using this work in his classes as a text book, the author would suggest the free use of the black board to illustrate not only correct forms but to show up carelessness, and the general lack of forethought on the part of many writers who do not make any calculation for the room required for the names, etc., used in the beginning and ending parts of their letters, and allow some of the parts to be crowded or pushed against the edge of the paper, or to be scattered about the sheet so as to give the letter a crowded, or ragged, or patchy appearance. The Author indulges a hope that this little volume may prove helpful to all who wish to improve in the partially mechanical department—the arrangement of the parts of the letter, etc., and in the more intellectual department, the composition of the letter.

Owen Sound, Feb. 22nd, 1893.



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Introductory.

It is an *accomplishment* to be able to write, with facility, a letter of any kind. A large portion of the business of our country is done by correspondence, hence it becomes a *necessity* for every person who expects to do business to any extent, either for himself or for others, to be able to record his wants and requirements *neatly* and *accurately* on paper—that is to write a Business Letter.

The word *neatly* suggests :

- (1) The Stationery used ;
- (2) The Arrangement ;
- (3) The Folding, &c. ;
- (4) The Penmanship.

The word *accurately* suggests :

- (1) The proper Composition, including the correct use of words ;
- (2) Correct Punctuation ;
- (3) Correct Spelling.

It is a lamentable fact that at the very lowest calculation, not more than one-fourth of the teachers in Canada can write a fairly presentable business letter. We include University graduates with the holders of first, second and third class certificates. This is true, not only of teachers, but of shorthand writers who apply to business men for positions where their sole occupation will be the writing of their employers' letters.

At least three-quarters of the applications for teachers may be thrown out at the first reading on account of an inability to use the Queen's English correctly. This is true also of those who apply for positions in business houses. We recall a recent case where forty-five out of fifty applications for a position as amanuensis were relegated to the waste basket almost at sight on account of glaring defects, prominent among which we might mention :

- (1) Stationery of poor quality, or inappropriate in color or style ;
- (2) Faulty arrangement of the parts of the letter, and uneven spacing between the words ;
- (3) Poor, weak, scrawly, characterless penmanship, or writing that was clumsy in appearance and illegible, or rendered illegible by superfluous flourishes ;
- (4) Bad spelling and incorrect divisions of words at the end of lines ;
- (5) Incorrect use of words, &c., including words inappropriate to the place and connection in which they are used, and repetition of words ;
- (6) The introduction of matter totally irrelevant to the subject and of no interest to any person but the writer ;
- (7) Bad taste in the references made by the writer to himself or to others ;
- (8) A needless repetition of ideas ;
- (9) A general lack of good sense, culture and refinement on the part of the writer.

There is not, perhaps, any one subject of study that will give a student, or in fact any person, old or young, greater pleasure than will the study of letter writing, and we do not know of any one that will do as much for a person when he is applying for a situation, or more for him when he is in a situation, than the ability to write a good letter. It is a passport to good positions more potent than a University degree, or the help of an influential parent or friend. We have been asked hundreds of times by business men to recommend to them some young man or woman of our acquaintance as an office assistant, book-keeper, &c., and we do not remember of any case in which one of the first questions asked about the person recommended was, "Can he write a good business letter?"

In view of the great practical value of this subject we ask of the reader not a reading of the following lessons, but a study of them, and an application of them. The possession of a book on letter writing is one step, but the application of the directions, suggestions and criticisms in the book to every day work is the second and more important step, which we hope every reader will not be slow to take.

LESSON I.

Stationery--Paper, Envelopes, Ink and Pens.

1 Paper—Quality	4 Envelopes—Quality	7 Ink—Color	10 Pens—Quality
2 " —Color	5 " —Color	8 " —Quality	
3 " —Size	6 " —Size	9 " —Copyable.	

PAPER.

1. Quality—The quality of the paper used is often an index to the good or bad taste of the writer. A letter written on a scrap of newspaper or a leaf from an old blank book, is suggestive of boorishness and a lack of all regard by the writer for the finer feelings of his correspondent. The use of fancy, thin, scented, colored paper in business letters displays the utter lack of good judgment on the part of the writer. Good business houses invariably use a good quality of paper and envelopes. There are in use the ordinary qualities of *laid* and *wove* papers; also linen and vellum papers. Linen paper is now extensively used, being light and strong, and having a good hard writing surface. A light yellow-colored manilla paper is occasionally used, but we do not consider it desirable as it is only a species of wrapping paper. The paper may be ruled or unruled.

It is very proper for every business house to have the advertisement of their business neatly printed at the top of their letter or note sheets. It is not good taste however to use letter paper with huge advertisements printed on it in glaring colors resembling somewhat the poster for some agricultural exhibition. The design or printing should be chaste, and attract attention by its neatness rather than by the flash of many colors.

2. Color.—White or cream are best shades—blue is occasionally used. Fancy tints, such as pink, green, mauve, &c., are not allowable in business, especially those with fancy edges, &c. We will not decide that such papers have not a place in private correspondence, but we will not commend the taste of the person who uses them in either business or private letters.

3. Size.—There are three sizes in general use, viz., *Letter Paper*, about $8\frac{1}{2} \times 11$ inches ; *Note Paper*, (half the size of letter,) $8\frac{1}{2} \times 5\frac{1}{2}$ inches ; and *Memorandum Paper*, sometimes the same size as *Note*, and sometimes about $8\frac{1}{2} \times 7$ inches, having the heading printed along the side ; *Foolscap Paper* is sometimes used by business men, and almost always used in the various departments of Government for correspondence—the size is $8\frac{1}{2} \times 14$ inches. These papers are generally used in single sheets, written only on one side, more than one sheet being used, if required by the length of the letter. Some banks and a few business houses use double sheets.

ENVELOPES.

4. Quality.—What has been said in regard to the quality of the paper is equally applicable to envelopes. They should match the paper in quality, and may have a neatly printed business announcement on the upper left hand corner. There should also be on them a request to the postmaster to return the letter if undelivered in ten or fifteen days and thus save it a trip to the Dead Letter Office.

5. Color.—The color of the envelope should be the same as the paper used, viz. cream or white. We do not favor fancy shades, such as light green, tea green, granite, &c. Yellow envelopes are admissible, but they are not used to any great extent. For circulars, etc., a manilla envelope is frequently used. It is desirable for such purposes on account of its strength. Its cheapness also recommends it.

6. Size.—In Canada No. 7 is almost invariably used by business men. No. 6 of United States envelopes corresponds in size with the Canadian No. 7. It is oblong in shape and about $6 \times 3\frac{3}{8}$ inches. For Foolscap paper the No. 9 envelope is suitable. It is about 9×4 inches.

INK.

7. Color.—Any good *black* or *blue-black* writing fluid is suitable for correspondence. Such colors as violet, purple, green, blue, red, &c., are no more suitable than the colored papers already described.

8. Quality.—The ink should flow easily, and be free from dirt and other sediment. Inkstands should be frequently washed out, and re-filled with fresh ink. When ink is allowed to remain for a considerable time in an open stand the liquid evaporates and leaves all the solid matter behind. Adding some fresh ink may relieve it for the time being, but the dust that has fallen into it and the solid matter remaining in it renders it thick and muddy, and generally productive of bad temper. The writing produced will be ragged and uneven.

9. Copyable.—Where letter press copies are required, as is the case in the majority of offices, a copying ink should be used. The French copying inks are the best, but some of them are slightly red or purple when first used, but exposure to light usually changes them to a deep black. Any ink can be made to copy by dissolving in it a little sugar. A few drops of glycerine added along with the sugar will be found beneficial.

PENS.

10. Quality.—The pens should be of good quality, with medium to fine points. The writing in correspondence being about two-thirds the size of ordinary copy hand, a coarse pen will be found undesirable.

1. Diagram of Parts.—

Letter Sheet size, $8\frac{1}{2}$ inches ; Note size, $5\frac{1}{2}$ inches.

Margin on left, $\frac{3}{4}$ to $1\frac{1}{4}$ inches wide on Letter Sheet, and $\frac{1}{2}$ to $\frac{3}{4}$ inches wide on Note Sheets	(1) Hamilton, 1st Jan., 1893.	Letter Sheet, 11 inches; Note Sheet, $8\frac{1}{2}$ inches.
	T. C. Brown, Esq., Milton, Ontario. (2)	
	Dear Sir, (3)	
	(4) Replying to your favor of 10th inst. I beg to say, &c. _____	
	_____ (b)	
	(a) _____	
	_____ (b)	
	(a) _____	
	_____ (b)	
	(5) Yours truly,	
(6) <i>J. S. Stowers.</i>		

Parts of a Business Letter.—The following division of our subject refers to the above diagram and shows the order in which these parts will be treated in the succeeding lessons.

- (1) Place (full address), from which the letter is written, and date ;
- (2) Name and complete address of person written to ;
- (3) Complimentary address or salutation ;
- (4) Body of the letter, containing one or more paragraphs, beginning at (a) and ending at (b).
- (5) Complimentary closing ;
- (6) Signature.

LESSON II.

The Place and Date, or Heading.

1 Diagram of Parts	4 Order of Arrangement	7 Examples	10 Exercises
2 Where to Begin	5 The Date	8 Figure Dates	
3 Items	6 Arrangement of Items	9 Punctuation	

1. **Diagram of Parts.**—See page 12.

2. **Where to Begin.**—The place and date in a letter should be written *from the middle of the page towards the right hand side*, and may contain several items of description of the place as well as the date. It may occupy one, two or even three lines. One line, however, is generally sufficient on letter sheets, but in note sheets that are much narrower, there will be two lines, and frequently three lines.

3. **Items**—The place and date may contain several items, such as the number of post office box, the street and number, the township or town, the county or country. The post office box or street number is necessary if the correspondent you are addressing lives in a town or city. The heading of your letter should contain your complete address—it is therefore necessary to be explicit with it. The date always also forms an important item of the heading.

4. **Order of Arrangement.**—The rule that governs the order of items in the heading governs in other parts as well. It is simple and natural—“*Proceed from the less to the greater.*” If there is a post office box it should be mentioned first. The street number may be the smallest, if so, it should be first, then the town or post office, then county, then the province.

5. **The Date**—The rule stated above, “*Proceed from the less to the greater,*” governs in the order of the date:—1st, the day of the month; 2nd, the month; 3rd, the year—
23rd October, 1892.

Usage sanctions the following style, though in order, it is illogical—

Oct. 23, 1892.

It will be noticed that “rd” is used in the first example, and not in the second. In the first example read “*twenty-third of October*”—in the second read “*October twenty-three.*” When either “st,” “nd,” or “rd” is used, write it on the line—not midway between the lines.

6. **Arrangement of Items.**—When two or three lines are used for the place and date, arrange them so that the first line extends toward the left, and the last toward the right, as above. It is not necessary to begin on the first line, unless there is a printed heading. Begin in such a place as will leave as much space above the letter as there will be below it when it is finished, in other words, balance it on the paper. Make a mental estimate as to the space required for the various parts of the heading before beginning to write, so that some words may be abbreviated or written in full, as may be required to make the several lines about the same length. Care should be taken not to make improper divisions, such as putting the word “County” in one line, and

“of Kent” in the next one following. Considerable caution should be exercised in estimating for the heading. We often see letters in which the first words of the heading are written with double sized capitals, occupying so much space that the date is forced down along the edge of the paper for lack of room. Begin the letter in the style and with the size of letters you expect to use at the end of it. If the line at the top of the paper is wide, it is unnecessary to occupy it all with capital letters.

7. Examples—

(1)

Hamilton, 6th September, 1892.

(2)

15 Front Street West,
Toronto, Sept. 3, 1892

(3)

HOUSE OF COMMONS,

Ottawa, Jan. 12, 1892.

8. Figure Dates.—The following expresses the date used under the previous heading, 12/1/92. The slanting marks taking the place of punctuation. In the order of arrangement of this style of date, proceed from the less to the greater—1st, the *day*; 2nd, the *month*; 3rd, the *year*. A great many people use the month first, then the day, then the year. A moment's reflection will convince any person as to which is correct.

9. Punctuation.—By arranging the first of the above examples in the form of the sentence it represents, there will not be any trouble with the punctuation. Read as follows:—“This letter was written from the City of Hamilton (comma) on the 6th day of September (comma) in the year one thousand eight hundred and ninety two” (period). If the word “September” is abbreviated to “Sept.” punctuate it with a period. Every phrase or clause that does the duty of a noun, adjective or adverb, should be separated from others by commas. A period should be placed after every abbreviated word and at the end of the date. A little observation of the above examples will enable any person to punctuate the headings of their letters, and with a little careful practice the punctuation will become a matter of habit.

10. Exercises.—

- (1) Write out the full sentence understood in examples Nos. 2 and 3.
- (2) Write out neatly, and punctuate, your own place of residence, with the present date.
- (3) Write two examples requiring two lines, and punctuate them.
- (4) Write two examples requiring three lines, and punctuate them.
- (5) Draw a diagram of a letter, from memory, showing the several parts.

LESSON III.

Name and Address.

- | | | | |
|------------------|------------------------|------------------------|-------------|
| 1 Position | 3 Order of Arrangement | 5 Arrangement of Items | 7 Exercises |
| 2 Where to Begin | 4 Examples | 6 The Meaning | |

1. Position.—In business letters, the name and address are almost invariably written at the beginning of the letter. The old custom of placing them at the end of the letter, or at the end of the first page of the letter, is rapidly making way for the more natural and practical way of addressing the person before talking to him. It is also better for other reasons. Should the letter get into the hands of a person, not the owner, he finds the owner's name before he reads the communication. In the same way the postal clerk will be relieved of the necessity of looking through a letter to find the address if it accidentally loses its envelope. The Departments of Government still cling to the antiquated plan of placing the address at the end of the first page of the letter.

2. Where to begin.—The name and titles should be written on the line following the "Place and Date," beginning near the left hand side of the paper. The place of beginning of the name will regulate the margin for the remainder of the letter.

3. The Order of Arrangement.—The address may occupy one or two lines following the name. Begin the address from a half an inch to an inch to the right of the margin and extend the line about the same distance past the name. If more than one line of address is required, begin to the right of the previous line. The various items of the address should follow one another in the order of their size, the smallest place first and the largest last, and should it be necessary to insert the persons occupation, it should be placed between the name and the address as shown in example No. 2 following this.

4. Examples.—

— No. 1. —

Hamilton, 6th September, 1892.

Mr. John Clark,

North Keppel, Ont.

— No. 2. —

15 Front Street West,

Toronto, Sept. 3, 1892.

Timothy J. Jones, Esq.,

Manager Molsons Bank,

Owen Sound, Ontario.

HOUSE OF COMMONS,

Ottawa, Jan. 12, 1892.

Mr. Wm. J. Smith,
Box 320, Tara, Ont.

5. Arrangement of Items.—Considerable taste can be displayed in the arrangement of these items. Ontario, or other similar words, may be written in full or abbreviated as required, and other parts may sometimes be shortened or lengthened to suit words connected to them in each particular name and address. It would be bad taste indeed to string out No. 3, or pile up No. 2, as illustrated below.

Mr. Wm. J. Smith,	Timothy J. Jones, Esq.,
Box 320,	Manager Molsons Bank,
Tara,	Owen Sound, Ontario.
Ont.	Dear Sir:--

Dear Sir,

To have the heading, place and date, etc., scattered about the top of a sheet, and the letter crowded at the bottom would be quite improper.

6. The Meaning and Punctuation.—The meaning of the name and address may be gleaned from the following expansion of the first of the above examples: "This letter is addressed to Mister John Clark, who resides at North Keppel, in the Province of Ontario," following out the rule for punctuation laid down in the former lesson, we would put a comma after Clark, a comma after Keppel, and a period after Ontario. A period would be placed after Mister if abbreviated to Mr.

7. Exercises.—(1). Write out the full sentences represented by examples No. 2 and 3, above.

(2). Begin four letters to four of your friends or correspondents, giving place and date, and their names and addresses, and punctuate carefully,

8. Titles and Additions.—It is customary to give every person some title when he or she is addressed. If a title belongs to him or her by virtue of some office or position, it should be given. If not a complimentary title should be added, before or after the names. Titles or additions to names may be classified as follows:

(1) Official titles, such as pertain to the holder of public offices from the magistrate to the premier.

(2) Military titles.

(3) Professional titles.

(4) Scholastic titles.

(5) Complimentary titles.

(6) Titles indicative of age or youth,

9. Two or More Titles.—It would be improper to write, *Mr. John Smith, Esq.*, and quite correct to write *Rev. John Sommerville, M.A.* Two titles are incorrectly applied to the first name, *Mr.* and *Esq.* meaning practically the same thing; while in the second case *Rev.* and *M.A.* are applied for quite different purposes. The rule for the application of titles may be thus expressed,—Give a person all the titles he has a right to, but never two at once that are the same in meaning.

10. Official Titles.—Are such as pertain to public offices, and pass successively to the various persons who fill such official positions. These are such as M.P., I.P.S., J.P., &c. They may be given to a person along with a complimentary title, thus, Mr. Thomas Gordon, I P.S.

11. Military Titles.—Perhaps no class of persons clamor more vigorously for their titles than those who hold some military commission that gives them the right to some such title as Major, Capt., Lieut., Gen., etc. The unfortunate who neglects or forgets to prefix these marks of honor, especially to those holding the lower grades of offices, is likely to be reminded of his lack of regard for Her Majesty's braves.

12. Scholastic Titles.—It is in order to write letters denoting degrees after the name of every person deserving of them. A full list of them may be found near the end of this volume. They are such as the following: M.A., Master of Arts; M.D., Medical Doctor; D.D., Doctor of Divinity; &c. The complimentary title, Mr., may be used with a scholastic title, as "Mr. Timothy Carr, M.A." The scholastic titles being written at the end of the name, the title, "Esq.," being also placed at the end, is a little clumsy when written with a scholastic degree, thus "Timothy Carr, M.A., Esq."

13. Professional Titles.—Under this we will notice title "Professor." There is a tendency in some quarters, especially in United States, to degrade this title by applying it to every district school master, every music teacher, dancing master &c., whether educated or ignorant. Even the ordinary barber will put on his striped pole "Professor Shaver, Tonsorial Artist." The indiscriminate use of this, or any other title, will bring it into disrepute. It should only be applied to those who are well up in their profession and not to those simply beginning.

14. Complimentary Titles.—Mister.—This is the ordinary title prefixed to men's names. The abbreviated form is *Mr.*

Mistress.—(Abbreviated form, *Mrs.*) is the feminine of Mister; and the title applied to a married woman.

Master.—The title applied to boys and youths,—generally speaking, young men who have not attained their majority.

Miss.—Applied to unmarried ladies. It is the feminine corresponding with Master and Mister.

Messieurs.—This French form is abbreviated to Messrs. in English letter writing. It is the plural form of Mister, (Mr.)

Mesdames.—This is the plural form of the French *Madame*. The abbreviation is Mmes. It is used in English as the plural of Mistress and Miss. When a company or firm of ladies are addressed, if all in the company are unmarried, "Misses" may be used; but if one or more are married, use Mesdames (Mmes.)

Esquire.—(Abbreviation *Esq.*; not *Esq'r* or *Esq're*) is applied to persons of all classes, by common usage, in America. Primarily it was applied in England to the eldest sons of Knights and Peers, to those who were created Esquires, and to Justices of the Peace and other legal officials. The indiscriminate application of this title to all ranks and conditions of people, has degraded it, until now it does not mean anything more than Mr. At the present time we would favor distinguishing those having a right to the title by writing it in full "*Esquire.*" After their names.

15. Junior and Senior.—(Abbreviated forms Jr., Jun., and Sr., and Sen.,) are used to distinguish between persons of the same name, Junior being applied to the younger, and Senior to the older person. They are used immediately after the name and do not interfere with the use of Mr or Esq. "Mr. John Smith, Jr." or "John Smith, Sr., Esq." Jr. and Sr. should begin with capital letters and follow immediately after the name.

16. Departments of Government.—The *officer* at the head of a department may be addressed, "To the Hon. McKenzie Bowell, Minister of Customs, Ottawa, Ont.,"; or the *office* may be addressed thus; "To the Minister of Education, Toronto, Ont.," without mentioning the name of the occupant of the official position.

17. Exercises.—(1). Write out five examples of name and address using complimentary titles only, and punctuate them.

(2). Write out five examples of name and address that include both complimentary and scholastic or official titles in each example.

LESSON IV.

Complimentary Addresses, Forms and Usages.

1 Forms of Complimentary
Address

2 Punctuation
3 Capitals

4 Where to Place the
Salutation.

The Complimentary Address, sometimes called salutation, is the form of politeness with which we introduce a letter. Considerable judgement may be exercised in choosing forms of salutation and closing. These will be carefully noticed by your correspondents, as indicative of the tone of the letter; in fact these parts, small though they may seem, give character to the epistle. The beginning of a letter should correspond with the ending in sentiment. It would be improper to begin a letter by addressing a correspondent as "*My Dear Friend.*" and end it with the formal "*Yours respectfully,*" or the ultra-formal "*I have the honor to be, Sir, your obedient servant.*" A lack of harmony in these particulars will make any communication ridiculous. Not only should there be harmony between the beginning and ending, but also between these parts and the body of the letter. There would be a lack of harmony about a letter begun "My dear sir," and containing in the body thereof a general "round" of abuse directed against your friend.

1. Forms of Complimentary Address.—The following forms of complimentary address are presented, and an attempt is made to give as nearly as possible the way in which they are used by some of the best letter writers.

Sir,—Would be used (*a*) when writing to a new correspondent, or one with whom you have very little personal acquaintance. (*b*) If used by one friend to another, where more endearing terms had been previously used, it would indicate a change of feeling. It suggests that the writer of it has had some reason of offense, and takes this method of showing it. It is therefore frequently employed in “dunning” letters where former appeals have passed unheeded, or promises of payment had been frequently made and broken. (*c*) It is used invariably in *official* correspondence with and by public officers of all ranks, etc. (*d*) It is also used in *formal* letters of any kind, such as letters that give formal notice of some event or transaction. A landlord’s notice to his tenant to leave his property would be an example of a formal letter.

Dear Sir.—Is perhaps the most common form of salutation. It indicates closer friendship, or more extended business relations than Sir. It is a “general purpose” form, both in friendly and business correspondence.

My Dear Sir.—Plural, My Dear Sirs,—Implies friendship in a closer sense than that arising out of the mere transaction of business. It is also used in a sort of patronizing way by older persons, and persons of position or influence, when giving advice or warning to younger, or inferior, or less experienced persons.

Dear Friend.—Plural, Dear Friends,—These forms would denote a real personal friendship, and not simply business courtesy, though not so close a friendship as the form “My Dear Friend,”

My Dear Friend.—Plural, My Dear Friends,—Is suggestive of close personal friendship. “My” to any of these forms intensifies the thought expressed, because the word “My” makes it more personal, and besides, the form is uncommon and arrests the attention of the reader.

Esteemed Friend.—This form would suggest a personal friendship resulting from favors granted or assistance given financially or otherwise.

Sirs, and Dear Sirs.—Are plural forms used to firms or companies under circumstances where Sir, and Dear Sir, would be used to individuals.

Gentlemen.—This is the most common and most appropriate form of address to a firm, company, or association. It is generally considered the plural of *Dear Sir* in correspondence.

Gents.—Is a vulgar abbreviation of gentlemen, and would perhaps be better out of a list of salutations. Its use is to be avoided and discouraged as much as possible. It is better to write “Sirs” instead, if the letter-writer cannot find time to write Gentlemen in full.

Ladies.—This form is the feminine of gentlemen, and a plural of madam, and is used in addressing a firm of ladies.

Madam.—Is the feminine form of sir, and is used in addressing either a married or single lady, in the same way and under the same conditions that sir is to a gentleman.

Mesdames.—The plural form of madam, corresponds in usage, to gentlemen, and is applied to single or married ladies, or both together.

Dear Madam.—My Dear Madam.—Would be used to a lady in circumstances where Dear Sir and My Dear Sir, their masculine forms, are used to gentlemen. These are the ordinary polite forms of address, and are not at all likely to form a basis of a breach of promise suit. They would require numerous additions to involve the writer of them in any such disagreeable and unsavory litigation.

Dear Sir and Brother, and Dear Brother.—Are used in correspondence between members of the same *Society, Church, or Association*, when writing on business of their society, church, or association.

Dear Brethren.—The plural form of Dear Sir and Brother, and Dear Brother. Do not use *Dear Brothers* in such case. Brethren expresses the society relation—brothers, the family relation.

Reverend Sir, and Rev. and Dear Sir.—Are used in addressing ministers of the Gospel. Though these forms are sanctioned by common usage, there is a rapidly growing doubt as to the propriety of degrading the word *Reverend*, as it is only used once in the Scriptures, and then it is applied to God—"Holy and reverend is his name," Psalm cxi., 9. Many preachers are now content with plain Mr.

Friend, Thompson.—This mode of address is used to quite an extent in informal notes, letters, etc., especially between friends in the same town or city.

Sr. for Sir, and Dr. Sr. for Dear Sir.—We have so far failed to find the man who has not time to write these small words in full, yet many persist in using them; and such writers do not condescend to make contractions of them by inserting an apostrophe to mark the elision of the letters, nor to make abbreviations of them by punctuating them with periods. Their appearance in a letter would suggest one of two things: 1st, that the correspondent was too lazy to write them in full; or, 2nd, that he had taken this mode of showing his disrespect or contempt.

2. Punctuation.—There are several ways of punctuating the complimentary address. We are inclined to punctuate with a comma and a dash, thus: *Dear Sir,*— Other ways are, colon and a dash: *Dear Sir:*—, and a semi-colon and a dash: *Dear Sir;*— We find the best publishing houses almost all agree in punctuating with a comma and dash. This may be taken as good usage. The dash is sometimes omitted when the body of the letter does not begin on the same line as the salutation.

3. Capitals.—In complimentary addresses all words except such unimportant words as "and," are capitalized.

4 Where to Place the Salutation.—There are three places in which the words of salutation may be placed, as illustrated hereafter. 1st, Begin on the line following the completion of the address, at the left side of sheet, *at the margin*. The body of the letter should be begun on the following line, just to the right of the punctuation of the salutation. This will *indent* the first line sufficient for the *first line of a paragraph*.

Example 1.

Hamilton, 6th September, 1892.

Mr. John Clark,
North Keppel, Ont.

Dear Sir,—

In reply to your favor of 10th inst., relative to the purchase of Lot No. 4, on Con. 6, Derby, I would

2nd, If the letter is to be a long one, the salutation may be indented about half an inch from the margin, *for the beginning of the paragraph*; and body of the letter begun on the *same line*, following the punctuation of the complimentary address.

Example 2.

c 15 Front Street West,

Toronto, Sept. 3, 1892.

Timothy J. Jones, Esq.,
Manager Molson Bank,

Owen Sound, Ontario.

Dear Sir,—Replying to your favor of the 10th inst., containing stated enclosure of Forty Seven Dollars

3rd, Place the complimentary address to the right of the Post Office and Province, on the line below it, as shown in example 3rd following. Begin the first line of the body of the letter on the line following the complimentary address, about half an inch in from the margin. This gives the indentation of the first line, and will regulate the indentation of the succeeding paragraphs of the letter.

Example 3.

HOUSE OF COMMONS,

Ottawa, Jan. 12, 1892.

Mr. Wm. J. Smith,
Box 320, Tara, Ont.

Dear Sir,—

I have the honor to acknowledge the receipt of your communication of the 11th inst., relative to

If the letter is likely to be a short one, and it is desirable to spread it out a little on the paper, the body may be begun the line following the complimentary address, to the right of the punctuation of it, as follows :

Buffalo, 2nd Feb., 1863.

John J. Jones,
Montreal, Que.

Dear Sir,—

In reply to your favor of
10th inst. we would say that thirteen (13) cars of
timber were shipped, &c.

It is very seldom indeed that this style is desirable, as there is a great tendency to make the letter have a scattered and broken up appearance, instead of being compact, neat, and uniform. Care should be taken to so arrange the parts that no large blank spaces or crowded spots are allowed to mar the harmony of arrangement in the letter.

LESSON V.

The Body of the Letter.

- | | | |
|------------------------------|--------------------------------|-------------------------|
| 1 No Vacant Lines | 6 Breaking Words at the End of | 10 Brevity |
| 2 Paragraphs | a Line | 11 Be Explicit |
| 3 Short and Long Paragraphs | 7 Write on One Side Only | 12 Choice of Words |
| 4 How to Learn to Paragraph | 8 Improved Style of Note Paper | 13 Mentioning Enclosure |
| 5 Where to Begin a Paragraph | 9 Crossing | 14 How to Begin. |

1. No Vacant Lines.—As indicated in the examples 1-4 in last lesson, the body of the letter may be started either on the same line as the complimentary address or the line following. No blank lines, however, should be left, no matter how short the letter or how large the paper.

2. Paragraphs.—The body of the letter will always consist of one or more paragraphs. Short letters only one paragraph. A paragraph indicates the beginning of a new subject, or the beginning of the division of the subject in hand. Each paragraph is composed of one or more sentences. Paragraphs should contain all that is to be said on one particular subject or phase of a subject. Lord Chesterfield says "Every paragraph should contain within it a complete relation of an incident, or a distinct statement of some kind having no relation to the statement which follows, and which latter will probably form another paragraph."

3. Short and Long Paragraphs.—Each particular department of a subject should be treated in a paragraph, and these paragraphs may be numbered for convenient reference. Great care, however, must be exercised in business correspondence, not to run to an extreme in making paragraphs too long, and thus include the matter of two or three in one, nor to make a paragraph out of sentences, and in this way make divisions where there is really no division in the subject matter. Young correspondents are more likely to fall into the latter error than the former.

4. How to Learn to Paragraph.—Young persons studying correspondence should first note down on a slip of paper the different subjects or departments of the subject on which they intend to write, and if these departments are of sufficient importance, make a paragraph of each. Let all that is to be said on each department be said in the paragraph belonging thereto, and numerous paragraphs and postscripts will be saved. It is very bad taste indeed to write *a little about one subject in several paragraphs of a letter*. It would convey the idea that the writer was “mixed.” We would say to the beginner,—Exhaust one subject before beginning another. Do not expect to learn all about the theory and practice of paragraphing in a half hour lesson, or in a week or a month. Patience and practice are required as much as in anything else.

5. Where to Begin a Paragraph.—By looking at any page of print, it will be noticed that every paragraph is begun a short distance from the edge. (The printers say it is *indented*.) In correspondence it is a matter of taste how far the first word of the paragraph is indented. Some writers indent half an inch in a sheet of note paper, and an inch on letter paper; others allow three-quarters of an inch on note paper, and an inch and a half on letter paper. A very good rule we believe is to indent each paragraph equal to the width of the margin on the left. Whatever indentation is chosen, let that be continued throughout the letter. Do not indent the first paragraph half an inch, and the next an inch and a half, and the one following perhaps three-quarters, or your communication will have a ragged, uneven appearance.

6. Breaking Words at the End of a Line.—There should not be any margin on the right hand side of the sheet. The words should be kept as even as possible at the end of the lines. In order to prevent the side of the letter having a ragged and uneven appearance any word may be broken at the end of a line if it contains more than one syllable. Words should be divided between syllables and a hyphen placed at the end of the line, and not at the beginning of the next line.

7. Write on One Side Only.—It is almost an universal practice among business men to write only on one side of the paper, as it is very inconvenient to take letter-press copies when written on both sides of the paper. It is also very inconvenient to read letters written on both sides after they are placed on ordinary labor-saving letter files.

8. Improved Style of Note Paper.—The new style of note paper in double sheets is to have the heading printed on what is usually called the back of the sheet, (the fourth page,) and begin the letter under this heading. If it fills more than one page, open the sheet and continue on what is called the first page of the sheet. The letter will be all on one side of the paper and will read continuously on one page of the copying book. The letter written in this way has these advantages: 1st, it may be

copied by placing once in the press ; 2nd, it appears on one page of the letter book in proper order for reading ; 3rd, when the letter is placed on the file it can be easily read, as the writing is all on one side of the sheet :—

Page 4 of Sheet.
" 1 " Letter.

Page 1 of Sheet.
" 4 " Letter.

Walkerton, Jan. 1, 1893.
 John Brown, Esq.,
 Port Elgin, Ont.

Dear Sir,—In reply to your enquiry asking how to use Note Paper in double sheets, I would say that you begin on the fourth page of the sheet as I have done in this ; continue until you have filled up this page, then open out your sheet and continue your letter on the first page

FOLD OF SHEET

of the sheet, if your communication is so long as to require two pages. Your letter, when finished, will appear in the same order as this example.

Yours truly,
 J. Smith.

9. Crossing.—Some persons have the habit of writing across the face of their letter when they find they have not room enough on the sheet for their letter. We do not know of any excuse to offer for this ; in fact we do not know that we can condemn the practice in terms too strong. A business man would require considerable patience to sit down and decipher a letter of this kind. There is no excuse whatever we believe for this, when postal rates are low and paper as cheap as it is in this country. If what you have to say is too much to be written on one sheet, use two, but do not cross the lines or fill up the margins and disfigure the appearance of what might otherwise be a handsome letter.

10. Brevity.—Brevity, it has been said, is the soul of wit. We believe it ought to be the soul and body of a business letter. There is nothing more harrassing to a business man than to be required to spend valuable time grinding out the meaning of sentences made up of huge words of classic origin. Write just as briefly as possible, so long as you are sure that you convey the sense fully.

Use the Anglo-Saxon words in preference to those of Latin origin ; they are shorter and much more expressive, even if they are a little more abrupt. Some men have the faculty of saying a great deal in a few words. This is the result of a careful study of the expressive forms of speech. Editors of newspapers are continually requesting correspond-

ents to “boil down” their communications. We cannot too strongly recommend the “boiling down” process in business letter writing. We well remember seeing a letter that was sent by a country store keeper with a friend to a hardware merchant ordering a half dozen of the poorest quality of scythe stones. The cost of the half dozen was twelve or fifteen cents, and the letter sent covered *four pages of note paper*—the friend received lengthy instructions besides—and all for, say, fifteen cents worth of goods. Cultivate your abilities in the line of condensing your thoughts into few but expressive words, and make every word do a duty. Do not use words as a sort of padding to fill out for the purpose of making a letter of a certain size.

11. Be Explicit.—It is well to cultivate brevity, but be it remembered that the clearness of what is said must not be sacrificed; a letter that is not explicit does not convey full meaning, and is frequently the cause of mistakes. Being explicit gives a directness of style and a force to what is said. Do not leave anything to be inferred or guessed at, as it will lead to trouble.

12. Choice of Words.—We have already hinted that plain Anglo Saxon will best convey thoughts in correspondence as the words are shorter, better understood, and more expressive than long Latin derivatives. It is much better to say, “Drive this horse around a square and I will give you a dime,” than to say “Perambulate this quadruped continuously around a quadruple quadrangle and I will reward you with a peculiar remuneration.” The first statement is in words currently used and their meaning well understood. The second statement is neither expressive nor elegant, and of no use except to illustrate the utter uselessness of trying to introduce all of Webster’s long words into a plain business statement. We do not despise words of Latin origin; they may be used effectively in conjunction with others to give any composition a pleasing effect. To keep on repeating one or more words in a letter when synonyms might easily be found to give a little variety of expression betrays a lack of taste in composition, an untrained and uneducated mind, and a famine amid plenty, a scarcity amid the profusion of a hundred thousand choice representatives of thought in the Queen’s English.

The language chosen for use in a business letter should be dignified, but not pedantic. A mistake is made by many young writers when they introduce all the newest slang into their letters. Such communication will lack the dignity and purity that should grace every thoughtfully written letter, and instead of being a credit to the sender will perhaps convey the idea of boorishness on the part of the writer. Choose such words as will express exactly the shade of meaning you wish to convey, and do not use the words loosely, or your expressions will be ambiguous, and the reader will be left in doubt as to what the writer really means.

The words chosen should be appropriate to the subject in hand. Suppose the commercial editor of one of our daily papers were sent to write up a fashionable wedding, or the sporting editor to give a description of an impressive missionary or revival service, what kind of reports would be sent in by these specialists? The language of bargains and contracts and markets and stocks and exchange would get into the wedding report, and the words of the horse jockey and of the race course would be put in the preacher’s mouth, and there would be a general inappropriateness in the descriptions. The words would not be suited to the thought they were used to express, they would be “out of harmony with their environment.”

The student or beginner asks how he may get good forms of expression and plenty of words. We suggest, (1) That only the writings of good reliable authors be read, and the cheap trashy novel purporting to be *literature* be entirely eschewed. (2) That all reading be done thoughtfully with a view to noticing the way in which the author uses words in conveying his thoughts. The style of a writer will be unconsciously copied to a certain extent. (3) Notice all words that are new to you. Take a note of them and get their meaning and usage, the first opportunity, from a first-class dictionary, and notice the connection in which various authors use them. (4) Never destroy your memory by reading for the momentary pleasure, or for the purpose of finding out the plot of a story. When you do such reading you do not expect to remember what you have read. You intend to forget it. You do in fact forget it according to your purpose, and you are cultivating forgetfulness. (5) Memorize good poetry, and the best, the smoothest, the most gracefully formed sentences you find in your reading. (6) Strive to attain a smoothness and elegance of expression so that you may remove all abruptness and jerkey effects from your letters, and they will have an elegance of finish that will betoken a refined and cultivated mind.

If there is anything that looks worse than inelegant forms of expression and questionable grammar in a letter, it is incorrect spelling. There is no class of errors more quickly noticed and more likely to be unfavorably commented on than errors in spelling. Persistent use of the dictionary and careful observation will remedy bad spelling. Be it remembered that the cultivation of the observation is the greatest factor in learning to spell correctly, as the eye is quickly educated to detect such mistakes. Deaf mutes are always correct spellers.

13. Mentioning Enclosures.—When any sum of money, or a valuable document, or anything else of special importance is enclosed in a letter, it should at least be mentioned. It is better to describe such valuables fully. If a sum of money is enclosed, mention whether currency, stamps, P. O. order, or draft is sent. Many careful persons mention the denominations of bank notes, stamps, etc., enclosed. If a Bank Draft, Post Office Order, Bill of Exchange, Cheque, Note, Insurance Policy, or other instrument is sent, give the distinguishing number of the document, and the parties to it, so that there may be no doubt in the mind of the receiver as to what he should receive.

EXAMPLE.—“Please find enclosed Bill of Exchange, No. 6432, drawn by Molsons Bank here, on the Third National Bank, New York, in my favor, and endorsed payable to you for Sixty Four Dollars, (\$64,) in payment of” &c.

14. How to Begin.—In beginning a business letter do not waste any time with conventionalities. Introduce your subject as quickly and smoothly as possible, avoiding abruptness. Do not waste time trying to say something that is entirely irrelevant to the business in hand, such as “I now sit down to take my pen in hand to write you a few lines to let you know,” &c. Such preliminary remarks are too ancient for use in the present business era, in fact it is doubtful if such could even find a place in the private correspondence of earnest beginners in such a practical age as the latter part of the afternoon of the 19th century.

The following are a few examples of the beginning of letters. We advise the young student to commit them to memory as samples of the way in which ordinary business letters are begun. If the student has even the few here given in his mind, he will not be at a loss for a little variety of form in the beginning of his letters.

1 "I have the honor to acknowledge the receipt of your communication of the 15th inst., &c."

2 "Yours of the 10th inst. received, with enclosures as stated, &c."

3 "In reply to your favor of the 10th inst., I would, &c."

4 "Your favor is received. In reply I would say, &c."

5 "I beg to acknowledge the receipt of your letter, &c."

6 "Replying to yours of the 10th inst. I would say, &c."

7 "Enclosed please find ten dollars for, &c."

8 "Find enclosed ten dollars to retire my note, &c."

9 "I enclose you herewith note for signature, &c."

10 "In compliance with your request of 7th inst., &c."

11 "Will you kindly inform me, &c."

12 "I am desirous of obtaining, &c."

13 "We beg to remind you that your note, &c."

14 "I send you by this post a copy of the *Business Educator*, &c."

15 "Accept our thanks for a copy of the *Business Educator*, &c."

16 "We have your favor of the 10th inst. relative to, &c."

17 "In answer to your favor of the 15th inst. we regret, &c."

18 "I am sorry to have to inform you, &c."

19 "We regret that we are unable to fill your order of 15th inst., &c."

20 "I will be obliged if you will return, &c."

21 "According to your order of the 15th ultimo we have manufactured, &c."

22 "I take pleasure in announcing, &c."

23 "I am about to open a branch establishment, &c."

24 "We have shipped you to-day per express, &c."

25 "Please ship per C.P.R. freight, the following goods, &c."

26 "Our Mr. Smith will call on you in a few days with samples, &c."

27 "Your letter of the 4th inst., enclosing Insurance Policy No. 4762, is received, &c."

28 "You are hereby notified, &c."

29 "Please take notice that your, &c."

30 "To whom it may concern, &c." (Used in Testimonials.)

31 "I have to inform you that the application of W. B. Stephens and others, &c."

32 "I beg to call your attention to rule No. 76, requiring, &c."

33 "Agreeably with your request of 10th inst., I have sent, &c."

34 "Referring to your letter of 10th inst. making enquiries, &c."

35 "I am pleased to be able to state in reply to your enquiry of 8th inst. that, &c."

36 "To whomsoever these presents come, greeting, &c."

37 "Please consider me an applicant for the position of, &c."

38 "The petition of the undersigned ratepayers of the village of Parry Sound, humbly sheweth, &c." (Beginning of petition.)

- 39 "And your petitioners in duty bound will ever pray." (Conclusion of a petition.)
40 "We, your committee, appointed to examine ————— beg to report as follows." (Beginning of committee's report.)
41 "All of which is respectfully submitted." (Conclusion of committee's report.)
42 Re—The words "relative to" or "relating to" are frequently abbreviated to "Re."
EXAMPLE.—"Yours relative to lot 27, con. 6, Derby, has been referred," is written "Yours *re* lot 27, con. 6, Derby, etc."

LESSON VI.

Complimentary Closing.

- 1 Definition, &c. 3 Position and Arrangement 5 Correct Examples 7 Examples and Usages
2 Social Letters 4 Incorrect Examples 6 Punctuation

1. **Definition, &c.**—The complimentary closing is a phrase of courtesy, respect, or endearment used at the end of a letter. The particular word or words used must harmonize in tone and sentiment with the complimentary address, and with the body of the letter. For example it would not do to use "My Dear Friend," and "Yours respectfully," in the same letter, nor yet would it do to make many cantankerous allusions to your correspondent in the body of a letter to which "*I remain, Dear Sir, yours very truly,*" is placed as a complimentary closing.

2. **Social Letters** admit of a great variety of form of complimentary closing into which we have no desire at present to enter. Circumstances will usually dictate a form suitable to the occasion. In all cases, whether of a business or friendly nature, the language of the complimentary closing should be *frank*, and express exactly, but politely, the feelings of the writer at the time they were written.

3. **Position and Arrangement.**—If possible the last line of the body of the letter should end as near the middle of the line as possible. The complimentary closing should begin on the line immediately below it, usually a little to the left of the middle of the sheet. If the complimentary closing is a very short one, it may be necessary to begin it to the right of the middle.

The complimentary closing and signature should be so arranged that each succeeding line of it will begin a little to the right of the preceeding one, as indicated in the arrangement of the place and date, and name and address in the former pages of this work. EXAMPLE:

Yours truly,
G. C. Sherman.

The end of the signature being about half an inch from the right hand side of the paper.

4. **Incorrect Examples.**—Care must be taken not to string out a complimentary closing. Nor to crowd the closing parts over against the right hand side of the page,

nor yet to make a pile of them in the middle of the page. Do not have a line or two between the body of the letter and the beginning of the complimentary closing.

*I am,
Sir,*

*With due respect,
Yours very truly,
William Morton,*

*I have the honor to be,
Gentlemen,
Your obedient servant,
Horace E. Smith.*

5. Correct Examples.—We give the following models.

(1)

*Yours respectfully,
John McKenzie.*

(2)

*I have the honor to be,
Your obedient servant,
Thomas J. Henderson.*

(3)

*I have the honor to be,
Gentlemen.
Your obedient servant,
Joseph Davidson.*

6. Punctuation.—By referring to the above examples it will be noticed that commas are used for the punctuation of the complimentary closing, and that the signature in all cases is punctuated with a period. If the complimentary closing occupies more than one line, each division of it should be punctuated with a comma, as will be noticed by reference to the second and third examples above.

7. Examples and Usages.—

Yours respectfully,
Respectfully yours,
Respectfully.

} These forms are used, (1) In formal letters, (2) In official letters, (3) When the acquaintance is but slight, or the business connection of short duration, (4)

When you wish to show your displeasure to a correspondent with whom you had formerly been on more friendly terms.

Yours very respectfully,
Very respectfully yours,
Very respectfully.

} The word *very* in these forms is used to convey the idea of more than ordinary respect, and may be used with very good

grace by a young person to one more advanced in years.

**Yours sincerely,
Sincerely yours,
Sincerely.**

(1) These forms are used in expressing gratitude when you have been the recipient of some favor. (2) If something of an unpleasant nature has been, of neces-

sity the burden of the letter, "Yours sincerely" would indicate that the plain statement had to be written, though truth itself is sometimes unpleasant.

**Yours gratefully,
Gratefully yours,
Gratefully.**

Gratitude is more plainly and formally expressed by the word "gratefully" than by "sincerely," under circumstances first

mentioned in connection with the foregoing three forms. In the form "Yours sincerely," gratitude is *insinuated*, while in the latter form it is plainly expressed.

**Yours faithfully,
Faithfully yours,
Faithfully.**

When a person is attending to work o^r business for another, and is doing his best to make what he is doing of use or value to his employer, these forms would indicate

the *faithfulness* and *diligence* of the servant or agent to the business of his principal.

**Yours truly,
Truly yours,
Truly.**

These forms are more used than all of the others together in business, and are suitable for almost any occasion. They correspond very well with "Dear Sir" as a

complimentary address. They may be used on all ordinary occasions where there is more than a slight acquaintance.

**Yours very truly,
Very truly yours,
Very truly.**

These forms are designed to convey the idea of sincerity held towards a correspondent. The word "very" intensifies the thought conveyed. The previous forms would pass

unnoticed because they are common. The adverb added makes the thought of the closing more prominent because the form is uncommon and because of the intensive force of the word.

**Yours fraternally,
Fraternally yours,
Fraternally.**

When a member of a church, or benevolent or friendly society or association corresponds with another member on business connected with the church, society, or as-

sociation, the foregoing forms are used. The complimentary addresses suitable are, Dear Sir and Brother, Dear Brother, &c.

**Cordially yours,
Yours cordially.**

These are forms more appropriate to personal correspondence, though sometimes used in a friendly way in business, especially about Christmas season.

Your humble servant.

This form does not imply that the person using it is a slave or even a hired servant. It is frequently used by persons in

office as a means of showing their consciousness of their duties to the public.

Yours obediently,
Obediently yours,
Obediently.

(1) When a request has been complied with, whether for pay or friendship, in writing about it, the foregoing forms are proper. They do not indicate any form

of servitude. (2) Public officers when they do not desire to be ostentatious, use these forms in official letters.

Your obedient servant,
I have the honor to be,
Your obedient servant.
I have the honor to be,
Sir,
Your obedient servant.
I have the honor to be,
Dear Sir,
Your obedient servant.

These are proper forms for public officers to use in their official correspondence, From the township pathmaster or road inspector up to the Prime Minister, all use such forms in concluding their letters. They all, are public servants, and, very properly, make the acknowledgment in their letters. Although in places of great power, they thus show their willingness to serve those who have given them their places.

Yours in haste,
Yours hastily,
Hastily yours,
Hastily.

Occasionally persons are forced to write letters hurriedly, and it may then be correct to use these forms ; but to use them continually as an excuse for bad writing and careless composition becomes more

monotonous to say the best you can of it.

In the foregoing forms the single word, such as Faithfully, Obediently, etc., is to a certain extent informal, and can be used with propriety only where there had been considerable personal friendship or a long acquaintance.

Yours, &c. Yours, etc.

These forms are frequently used with a great deal of carelessness and impropriety. What does “&c.” mean? and what do you

understand by “etc.?” You cannot tell what they mean, unless it is that a correspondent has no special feelings to express in the finale of his epistle. They might indicate anything to the person that used them: (1) That he had no sentiment to express ; (2) That he had some that he did not wish to express ; (3) That he was *too lazy* to write a complimentary closing in full ; (4) That he did not know any better than to use such forms.

LESSON VII.

The Signature.

- | | | |
|---------------------------|-------------------------|----------------|
| 1 An Important Part | 5 Size of Writing | 9 The Position |
| 2 Legibility | 6 A Crank Conceit | 10 Punctuation |
| 3 Carefulness a Necessity | 7 Tangled Autographs | 11 Addresses |
| 4 The Appearance | 8 Do Not Forget to Sign | |

1. An Important Part of a letter is the signature, a small part it may appear, but one that should have as much care bestowed on it as any other part of a business letter.

2. **Legibility** is of the first importance. We would like to reproduce some signatures we have seen written by prominent business men, and some that are well and plainly written along side of them. We have seen hundreds of signatures that should have "his" written above and "mark" below them. Some are so badly written that it is almost impossible to make out the form of any letter in them. Many a time in our office work we are forced to cut the person's name from the letter and paste it on the return letter, and write the Post Office under it, trusting that the Post Master at his residence may know the owner of the *mark*.

3. **Carefulness a Necessity.**—In the body of a letter, if a word is obscurely written, it can usually be read by its connection, at least the meaning of the letter can be gathered, but a signature has *no words to identify it by*. Its environments will not help to decipher it. It must be read by its letters, and not by words associated with it.

4. **The Appearance.**—A signature should be well written. It should have proper proportions of *light and shade*. The light lines should be "hair strokes," and the shades full, smooth, and properly proportioned. The capitals should be uniform in height and slant. If they can be connected conveniently and in such a way that the connecting strokes will be graceful and not obscure the letters, it is well to join them. Every person we believe devotes some time to practising his signature. A very good time for this is when learning to write. A signature such as above described is much more difficult to imitate than a coarse rough one. As much of the forgery is done by a tracing process, the rough heavy one can be easily traced, and the imperfections are not easily noticed except by the aid of a microscope. The well written signature with hair lines and full shades, cannot be made slowly in the manner mentioned, as all the fine lines would be shaky and the shades ragged and uneven.



5. **Size of Writing.**—The signature should be written in a bolder hand than the body of the letter. It should be larger in size. It is then more prominent, and will be easier read.

6. **A Crank Conceit.**—Occasionally we find persons who think that a bad signature is a sign of a talented, or an educated man. It is not a sign of either. It is true some smart men "*make their marks*," (we cannot call it writing their names,) but many of the smartest men and best scholars write a signature as plain as print. A story is told of Dr. Johnson, of Dictionary fame, that when passing a picket fence he would always draw his hand across the pickets the entire length of the fence. It would seem as reasonable to copy this or any other of the Doctor's eccentricities, as to try to ape a malformed signature of a smart man who wrote his "*mark*" badly. There is no valid reason why any man should inflict *his mark* on a business man. It is ungentlemanly and boorish. It is unreasonable to suppose that he has time to spend on "marks" that are more difficult to decipher than the hieroglyphics of ancient Egypt.

7. Tangled Autographs.—Many students when they are practising their autographs get the idea that they should decorate them with as many flourishes as can be connected to it. They have seen some writing master's autograph flourished off to show his ability in "driving the quill," and they think it proper to copy as an autograph what was only intended as a specimen of penmanship. We would like to lay down a rule, it is this: That no flourish be tolerated that in any way tends to obscure the letters or to give them a mixed or tangled appearance.

8. Do Not Forget to Sign.—It is surprising the number of letters that come without signature into any office where there is considerable correspondence. There are thousands of business letters of such nature opened at the dead letter office every year, and in many cases contain valuable enclosures of money, &c., and no signature to tell who wrote them. A little care would prevent such occurrences.

9. The Position.—By reference to page 29 it will be noticed that the signature should begin further to the right than the complimentary closing, and extend past it. It should terminate about half an inch from the edge of the paper. Be careful to begin far enough so as not to crowd the name against the edge of the paper.

10. Punctuation.—The signature, being the end of a letter, should have a period placed after it; also put a period after every abbreviation, such as "J." or "Jno." for "John."

11. Addresses.—The place and date is written at the beginning of the letter, and it is not necessary to repeat it after the signature. If there be any box or street number, county or any other particulars, it should be given with the place and date. Do not sign your name to the letter and then write below it any such form as the following:—

Address—John Smith, Box 320, Tara, Ont.

Give your correspondent credit for common sense enough to copy your address from the heading of the letter. If you wish to give directions regarding whose care the letter is to be sent in, or some other special information of like character, write it as part of the body of the letter, and not as a sort of postscript.

LESSON VIII.

Proper Folding.

1 The Importance 3 Arranging Sheets 5 Note and Memo. Sheets 7 Insertion
2 Size of Folded Sheet 4 Folding the Letter Sheet 6 Foolscap

1. The Importance.—This may seem rather an unimportant lesson to some. However, we receive daily so many letters that are a disgrace to the writers by being *stuffed* into the envelope, that we think this work would be incomplete indeed without a few hints on this subject.

In Lesson 1 we notice the following sizes, viz.: Foolscap, Letter paper, Note and Memorandum paper, the two last named being usually about the same size. We also noted that the size of Envelope suitable for these sizes of paper was No. 7.

2. The Size of the folded Sheet.—The sheet when folded should be nearly a half inch shorter than the envelope, as many persons tear the end off the envelope to open it. If the paper is as long as the envelope a piece is likely to be torn off the letter, causing vexatious delays. The folded letter should be at least a quarter of an inch narrower than the envelope and not more than three-eighths of an inch narrower, so that it can be easily withdrawn from it.

3. Arranging Sheets.—If the letter consists of more than one sheet, be careful to arrange them in order before folding. Each sheet (except the first one) should be paged so that they may be re-arranged readily should they get out of position. The initials of the person written to and date should be placed at the top with the page for example the second page of a letter written to Messrs. Buntin, Reed & Co., written on 24th of Dec., would be paged (2—B. R. & Co. 24/12/92). This style of paging is useful in reading or searching for letters in the letter book. Many business houses using fine and expensive letter headings have plain sheets on which to write the second and subsequent pages.

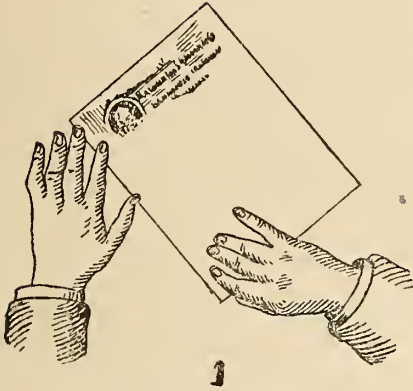
4. Folding the Letter Sheet.—Suppose your letter lies before you just as you finished writing it, shown in cut No. 1. You will fold double by bringing the bottom over nearly to the top of the sheet; break it with a folder or with your hand as shown in cut No. 2; turn the end that is next the right hand towards you as shown in cut No. 3; then fold from you, one third the sheet, break with the folder as shown in cut No. 4, then bring the upper one third over towards you, and break it with the folder, and it is ready for insertion as shown in cuts Nos. 5 and 6. It will be noticed that the sheets are not folded exactly even at the edge—that one part is longer than the other. This is as it should be so that the letter may be easily opened.

5. The Note and Memo. Sheets.—These sheets being just half the size of the letter are folded the same way as letter paper after it has been doubled, viz : a third of it from you as in cut No. 4, and the other third back towards you as in cuts Nos. 5 and 6.

6. Foolscap.—There is no size of paper that suffers so much at the hands of the careless folder as foolscap. When it is to be inserted in the No. 9 envelopes, which are nearly nine inches long, simply double it twice away from you, and it is ready for insertion. To fold for a No. 7 envelope, fold the bottom away from you a little less than one third the length of the sheet, then the top towards you a little less than one third to the proper size for the length of the envelope, then turn with the right hand the end towards you as shown in cut No. 3, fold away from you one third of the sheet as in cut No. 4, then the other third towards you as in cut No. 5 and 6 and it is ready for the envelope.

7. Insertion.—The letter or note sheet lies before you folded : take it in your right hand and the envelope in your left; insert it as in cut No. 6, the last made break of fold downwards, into the envelope. There are two reasons why it should be so done; 1st, The letter is easier inserted as there is nothing to catch on the edges or sides of the envelope. 2nd, When a letter is opened by tearing off the end, it is usually done with the right hand the address side towards you, when the letter is withdrawn with the right

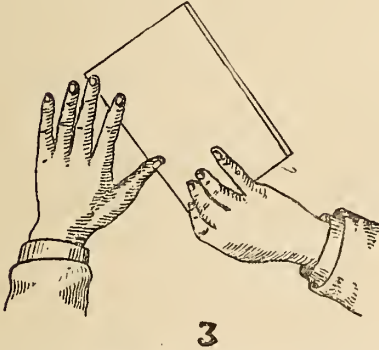
Diagrams showing how to Fold and Insert a Letter in the Envelope.



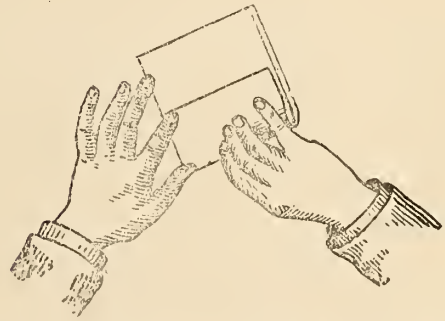
No. 1. The sheet ready for the first fold.



No. 2. A letter sheet receiving its first fold which brings it to the size of a note sheet.



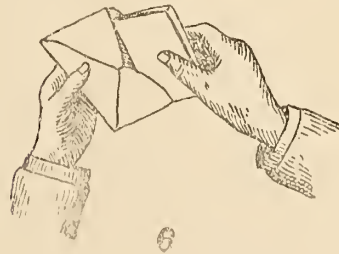
No. 3. Showing the sheet with the first fold completed and turned partially around ready for the next fold.



No. 4 Showing second fold of letter sheet, or first fold of note or memo. sheet being made and folded up one third from the end.



No. 5. Shows the sheet of No. 4 with that fold completed and the upper third of sheet folded down, making it the right size for a No. 7 envelope.



No. 6 Shows how the letter is to be inserted into the envelope.

hand and the letter opens readily, the bottom towards you in position for reading. If there are many letters or circulars to be inserted, place the envelopes in a pile, addresses upwards. In picking up an envelope from the table take with the left hand, the fingers at the top and the thumb at the bottom. As you raise it from the pile press the upper and lower edges towards one another so as to bend the envelope and by so doing open up the flap so that the letter may be immediately inserted as shown in cut No. 6.

LESSON IX.

Addressing the Envelope.

- | | | |
|--------------------------|-----------------------------|-------------------------|
| 1 Necessity for Neatness | 7 Province or State | 13 Position on Envelope |
| 2 The Name | 8 The Country | 14 Order of Arrangement |
| 3 Occupation | 9 General Delivery | 15 Punctuation |
| 4 <i>c/o</i> | 10 Post Office Box | 16 Legibility |
| 5 Post Office | 11 Street and Number | 17 Stamping |
| 6 County | 12 Letters of Introduction. | |

1. Necessity for Neatness.—There is perhaps no person who has not received letters at times, on which the address was so shockingly written that they were almost ashamed to take them from the Postal Clerk. Every rule that could be given for neatness in arrangement, in writing and punctuation, grossly violated; every principle of beauty and harmony completely ignored. There is no reason why such superscriptions should be inflicted on your friends. It is bad enough to have a miserable scrawl in the contents of the envelope, but infinitely worse to have an ugly looking address on the outside of the envelopes.

2. The Name of the person should be written with care so that no other than the owner will get the letter. It should have such additions as “Jr.” or “Sr.” &c., as are necessary. Complimentary titles, scholastic degrees, military titles, official titles, as fully described on pages 19-20, should be given to all to whom they rightfully belong.

3. Occupation.—In small towns and villages where the houses and buildings are not numbered, it is often useful to give a person’s occupation, such as “Accountant,” “Contractor,” “Machinist,” to enable the Postmaster to distinguish between the different John Smiths that require letters at his hand.

4 $\frac{c}{o}$ This common abbreviation, meaning “*in care of*,” is used when a person, comparatively unknown, has made arrangements with a well known person to take charge of his letters for him. Very often business houses send instructions to their traveller, to await his arrival, in care of a customer on whom they know he will call.

5. Post Office.—The name of the Post Office should be prominent. It is not necessary to constantly follow the name of the place with the initials, P. O. Its position following the foregoing items will be sufficient to distinguish it, except in the case of a very obscure place, or in a very long, involved address.

6. County.—It is sometimes necessary when a Post Office is very little known, to give the County in which it is situated. This is generally placed at the lower left hand corner of the envelope.

7. Province or State.—It is necessary to put on the name of the Province if the letter is to go out of the one in which it is posted. This also applies to States. For example, a letter is addressed to John Smith, Springfield. Now there is a Springfield Post Office in almost every Province of the Dominion, and in almost every State in the Union. Where would the intelligent government officials send it? we suppose to the Dead Letter Office where all improperly directed mail goes. Canadian Postal Regulations require that all letters to the United States should have the name of the State as part of the address, otherwise they will not be forwarded.

8. The Country.—On all foreign mail it is necessary to put the name of the Country on the envelope. This is the last item of the address. It will be noticed the usual order has been complied with, that of proceeding from the less to the greater, in arranging the order of the places mentioned in the address.

9. General Delivery.—Travellers going to a town or city usually have the words "General Delivery," placed on the lower left hand corner of the envelopes containing their letters, lest they be placed in the box of some person of the same name well known to the postal officials.

10. Post Office Box.—If the P. O. box forms part of a person's address it is sometimes prefixed to the name of the Post Office, and sometimes placed near the lower left hand corner of the envelope.

11. Street and Number.—This item frequently occupies a line by itself immediately following the name.

12. Letters of Introduction.—Such letters should have the words, "*Introducing Mr. A. B.,*" near the lower left hand corner of the envelope. Such letters are usually left unsealed. See example No. 6, page 30.

13. Position on Envelope.—The position on the envelope is determined to a certain extent by the length of the address. If a drop letter (one addressed to a person at the office where posted), the word "Town" or "City" is usually put on it instead of the name of the Post Office.

The name with any titles or additions should be mid-way between the right and left ends of the envelope, not crowded to the right or left. Words, may often be abbreviated or extended to make lines of suitable lengths. Street may be written in full, or "St.," &c. The end of the concluding word should not be very far from the lower edge or the right hand side of the envelope. The tops of the small letters of the name should be just below the middle of the envelope, the upper two thirds of the capitals and extended small letters should be on the upper half of the envelope.

(1)	STAMP
<i>Mrs. Henry Bloomfield,</i> <i>Hamilton,</i> <i>Box 324. Ontario.</i>	

14. Order of Arrangement.—The customary order, as indicated in example No. 1, is first the name, then the address, beginning with the smallest item, be it Post Office, or box, or street number, then proceed logically, the largest coming last. A change—very convenient to Postmasters—is however, suggested, in example No. 2. That is, put the largest place of its destination first, then the lesser; saving the postal clerks the trouble of reading through the name, street number, etc., which only concern the clerk in the office of delivery.

(2)	STAMP
<i>Manitoba,</i> <i>Winnipeg,</i> <i>36 Maine Street,</i> <i>Wm. Thompson, Esq.</i>	

15. Punctuation.—The directions given on pages 14 and 16 will be sufficient to cover the envelope address, and these need not be repeated here. Care should be given however to the punctuation of the address. It is no excuse to offer for carelessness to say that the letter will get to its destination without periods and commas. "What is worth doing is worth doing *well*."

<p>(3)</p> <p>STAMP.</p> <p><i>Thos. Williams, Esq.,</i></p> <p><i>Town.</i></p>	<p>(4)</p> <p>STAMP.</p> <p><i>Prof. James Smith,</i></p> <p><i>Queen's University,</i></p> <p><i>Kingston, Ont.</i></p>
<p>(5)</p> <p>STAMP.</p> <p><i>Mr. Henry Brown,</i></p> <p><i>Hamilton,</i></p> <p><i>Box 47. Ontario.</i></p>	<p>(6)</p> <p>STAMP.</p> <p><i>Gen. F. M. Drake,</i></p> <p><i>84 William St. East,</i></p> <p><i>St. Paul,</i></p> <p>Introducing J. WILSON.<i>Michigan.</i></p>
<p>(7)</p> <p>STAMP.</p> <p><i>Messrs. Grier & Brown,</i></p> <p><i>43 Poulett Street,</i></p> <p><i>Collingwood,</i></p> <p><i>Ontario.</i></p>	<p>(8)</p> <p>STAMP.</p> <p><i>S. W. Hill, Jr.,</i></p> <p><i>Ridgeville,</i></p> <p><i>Co. Welland. Ontario.</i></p>
<p>(9)</p> <p>STAMP.</p> <p><i>W. Thompson, Esq.,</i></p> <p><i>City Clerk's Office,</i></p> <p><i>Brantford, Ont.</i></p>	<p>(10)</p> <p>STAMP.</p> <p><i>James Jamieson, Esq.,</i></p> <p><i>c/o William Hay, Esq.,</i></p> <p><i>15 Temple Street,</i></p> <p><i>Eng. Liverpool.</i></p>

16. Legibility.—At least ninety-nine out of every hundred letters that do not reach their destination fail on account of an illegible address. It may be written carelessly—the letters poorly made, some left out, and others distorted into unrecognizable forms,—or the name may be obscured by flourishes. The one is as bad as the other. Much of the mail sorting is done by artificial light. The wonder is that more letters do not go astray. The vast sums of money found annually in illegibly addressed letters must be a great source of loss to careless people. There are also many letters sent to the Dead Letter Office every day for want of any address.

17. Stamping.—As indicated in all the examples, the stamp should be placed on the upper right hand corner. If two or more stamps are required, either on account of extra weight or registration, place them side by side, do not put the additional stamps on the left corner. The postal clerks always wish to deface all stamps at one time. Place the stamp right end up, and see that it is well fastened to the envelope by the mucilage. Do not try to get the stamp so close to the corner that the perforated edges will project over the envelope. It does not look well, and it is very liable to get rubbed off in the mails.

NOTE.—The teacher will do well to have the class look up the various existing postal rates, not only on letters, but on all classes of matter. As they frequently change they cannot well be incorporated here. We suggest a drill on these rates at this stage in the study of this subject.

LESSON X.

Postal Cards, Telegrams, Business Cards.

- | | | |
|---------------------|-------------------|-------------------|
| 1 For what intended | 4 For Copying | 7 No Formalities |
| 2 Not intended for | 5 Reply Cards | 8 Cipher Messages |
| 3 Address First | 6 Telegrams—short | 9 Business Cards |

1. For what Intended.—Postal Cards are intended for short messages and notices not of a very private character. They are not necessarily of a formal nature as letters, and the message usually begins with "Sir," &c., without any formalities of name and address.

2. Not Intended for.—Postal Cards are not intended for messages of a private character. It is improper to use them for dunning letters and other notices requesting payments. They often give offence to persons of a sensitive nature. It is not good taste to remind customers or friends of their delinquencies on a card that can be read by a message boy or clerk, before it comes to the owner's hands.

3. Address First.—It is well to write the address on the card first of all before the message is written, otherwise the card may go to Post without the address. It is not necessary to put the name and address of the person written to on the back of the card, as it is already on the face.

4. For Copying.—Many persons write across the card, but there are many short lines, and therefore too many breaks. Write the longest way on the card. The card can be arranged so as to copy conveniently in the Letter Book by turning it over from you after you have written the address on it; then write the message on it just as it lies before you after it is turned. It will appear written as some would say wrong side up. To copy it, wet the leaf of the Copying Book, lay the card on the page, towards the middle of the book, and fold the outside half of the leaf over on it. At one impression of the press, you copy both the message and the address of the party written to, in right order for reading. If both sides are not copied, you have the message and no name to tell who the message was sent too.

5. Reply Cards.—For the convenience of those who wish an answer to their card, the government has arranged two cards together, one of them called the reply card, on which you write your own address for the return message.

6. Telegrams—Short.—Telegraphic despatches are usually short. Ten words have to be paid for at least, and much can be said in those ten words by a business man accustomed to writing messages. It is excellent practice for students and others to try putting messages into ten words. It would be a blessing to business men if some letter writers would study condensation, or, as newspaper men say, “boil down.” It is simply surprising how some correspondents will repeat and repeat their messages. We could easily turn to letters where the one thought is put in four or five different forms of expression in a single letter. Though telegrams are necessarily made short never sacrifice the sense for a few cents of cost for extra words. Telegrams are often used to close contracts that have been written about, or to hold offers open until further particulars arrive by mail. Sometimes letters of full explanation are sent by current mail the telegram only being sent to delay decision till the arrival of the letter. It is refreshing to get a telegram once in a while, where the expense forces the sender to condense what would be a verbose repetition were it written in a letter. A telegram should be “*Multum in Parvo.*”

7. No Formalities.—In telegrams no formalities are observed such as complimentary addresses, complimentary closing, etc. The name and address to begin with, then the message in the fewest possible words consistent with full expression of the thought, and the signature to close with.

8. Cipher Messages.—Telegraphing in cipher is carried on for two purposes. (1) To save expense by having a single word represent sentences. A list of these words with their equivalent expressions is called a code. Many business houses have private codes for their own business. There are general codes suitable for all kinds of business and may be used by any person so long as the person receiving the message has the same code to read it by. The messages sent by ocean cable are very largely cipher messages to save expense. (2) Cipher messages are generally private because they are unintelligible to any, except a person having the code used. If the code is a private one the message is private, as no person except the holder of these private codes can read them.

9. Business Cards are used by business men to make known what their business is, and where their place of business is located. Some use handsome lithographic designs, others, ordinary printed cards. Whatever kind you use let it be appropriate in design, neat and clear, not gaudy. An ugly or slovenly style will disgust the receiver,

Miscellaneous Hints and Cautions.

1. Figures.—Do not use figures in the body of a letter, except in dates and sums of money, street numbers, box numbers, etc.

2. Post Scripts are additional items added to a letter after it has been written and signed. Do not use N. B. P. S., Post Script, is the correct prefix. Better to write all you have to say in the body of the letter, and avoid as much as possible the use of these after-thoughts.

3. Promptness in answering all business letters, especially those containing favors, is a desirable quality in a business man, and all true business men recognize this. There is no sense in using such hackneyed expressions as the following at the conclusion of every letter: "*Hoping to hear from you by return mail.*" "*Please write soon.*" "*An early reply will greatly oblige.*" By their repetition they become meaningless. A business man will always send a prompt reply without these nagging requests, hence they are quite superfluous.

4. N. B.—(*Nota bene*) means take particular or special notice. Do not use instead of P. S.

5. R. S. V. P. ("*Respondes s'il vous plait,*") meaning "*please answer,*" is sometimes used in invitations where an answer is desired so that a host may know what preparations are necessary to accommodate his guests.

6. Titles.—It is not good taste to use titles such as Prof., Hon., Rev., Gen., etc., with your signature. Allow others to give you your honors.

7. Miss or Mrs.—Ladies should always sign their names so as to make known whether they are married or single, when writing to those unacquainted with them. It is therefore quite commendable to use Miss or Mrs. before their names in such cases. Many modest persons in prefixing Miss or Mrs. to their names enclose them in parenthesis thus (Miss) Jane Cameron, (Mrs.) Mary Graham.

8. One Side.—Write only on one side of the paper in business correspondence. Letters written on both sides of the paper are very difficult to read and use when fyled in the usual letter fying appliances.

9. Money Letters.—On opening a letter containing a remittance of money or anything valuable, immediately endorse a memo. of the contents across it. A dating stamp similar to the following may be used to stamp on all letters. When blanks are filled up the letter shows a concise history of the way in which it was answered.

Received.....

.....

JAN. 25, 1890.

Ans'd 189 by L.B. Folio.....

Sent..... by.....

10. Replies.—When you require a *reply* to questions which are for your benefit, do not neglect to enclose a stamp, stamped envelope, or Postal Card with your letter. It is pure “cheek” to ask a correspondent to take considerable trouble over something that is of no consequence or likely to be any profit to him, and ask him to furnish stationery and pay postage too. Reply Postal Cards are a great convenience in such cases.

11. Official Letters —May be addressed to the office instead of to the officer, as “The Minister of Education, Toronto,” instead of the “Hon. G. W. Ross, Toronto.”

12. Petitions.—Petitions to boards of aldermen and other public bodies should begin with “To the Mayor and Council of the city of London, Gentlemen:—The petition of the undersigned citizens humbly sheweth” &c. They are usually ended with “And your petitioners will ever pray.”

13. Reports.—Reports of committees to public bodies, or boards of aldermen are generally begun “We your committee appointed to investigate the claim of Christopher Ward for damages caused by———beg to report as follows” and are usually closed with “All of which is respectfully submitted.”

14. Applications.—Letters of application should be to the point, neatly written and respectful in tone. In replying to an advertisement, give, as far as possible, answers to all the requirements. Testimonials or references, or perhaps both, are indispensable. Originals of testimonials are not usually required. Copies, marked “(Copy)”, are generally considered sufficient. Do not get down “on all fours,” in the most servile style, nor yet do not get pompous or stilted in your manner of expressing yourself. The happy medium should be struck here if in any letter. A plain direct business statement, nicely and smoothly worded, neatly written and arranged on good white or cream letter paper without flowery rhetoric or any matter of an irrelevant character is required if success is desired.

15. Rhetoric.—Fancy rhetorical touches, flashing periods, and combinations of long Latin words, (the longest in the dictionary), are to be avoided. Plain straightforward speech only is required. In an argument, however, place the weaker forms first and the stronger following them so as to form a climax.

16. Angry Letters.—If you are ever tempted to write a letter under intense excitement of anger or resentment, do not post it. Keep it over a day or so, and you will on second thought be sure to change it. Remember, a *spoken* word may be forgotten, but a *written* one may confront you in unfavorable circumstances at any future time.

17 Anonymous letters are not desirable. They do not become a gentleman. Do not write anything you are ashamed to put your name to and do not forget to sign your name to what you write.

18 Letters of Introduction.—Letters introducing persons should be short and definite in statement of fact. Be careful *who* you introduce. Be sure that you are well enough acquainted to be able to recommend, and that the person introduced is such a person as you think your distant friend will prize as an acquaintance, and not one

that will make him rue the day that your letter was written. Let such letters be candid, stating all that should be known. An extravagant eulogy is altogether out of place.

19. Contractions—The most unnecessary of contractions are such as "C'wood," for Collingwood ; "B'ville," Bowmanville ; "J'nston," for Johnston.

20 Dates, Enclosures,—It will be noticed by referring to pages 27-8 that the date of the letter you are answering should always be given in your letter. If anything has been enclosed (especially money) be careful to make note of it also. Example "*Your letter of 10th inst. was received with stated enclosures.*"

21 Lead Pencils are not desirable for writing business letters. The writing is so easily changed that you do not know what may result from such a letter. The writing is not easily read. It is easily blurred and at best indistinct. It also shows that the writer has very little regard for himself or his correspondent.

22. &—The character "&" has two uses, (1) in the names of firms, as Smith & Brown ; G. & J. Meir ; John Hamilton & Co. : (2) in connection with "c," forming "&c," signifying *and so forth*, that is, *and so on in the same manner*. This form, &c., is entirely different from the form *Etc.* which means "*and other things*," &c. having reference to the *mode* or *manner* in which a thing is done, while *Etc.* suggests *additional articles* which may be of the same kind as those mentioned before, or entirely different. Do not scatter these characters indiscriminately on the face of your letter. Use them only in their proper place.

23. Etc.—(*Et cætera*) means "and other things." Distinguish between the use of "and other things" and "and so forth," which means in such a way or manner or order.

24. Flourishes.—An appropriate place cannot be found in business letters for flourishing or ornamental penmanship of any kind. They only mix up and obscure the writing.

25. Blots.—These are unmistakable evidences of carelessness. If you do not wish a correspondent to form an unfavorable opinion of you, do not allow a blotted letter to go to the Post Office. Re-write the letter and in doing so, do not overload your pen with ink.

26. Interlineations (*Writing between lines*).—Some persons have a bad habit of leaving words out of sentences and letters out of words when writing. Make corrections as shown in the following manner using the caret for every letter or word left out.

for
Henry went to Brown's dinner on Saturday
^

It is better not to leave out the word or letter. If you find yourself making such errors frequently, it is better to re-write your letters. If you will persevere in this for some little time you will conquer this bad habit of dropping words or letters. On no condition is it permissible in a business letter to interline a whole sentence or even a number of words. Always re-write in such a case. Leaving out a letter is *bad spelling*. One way to correct this is to carefully scrape out the word and re-write it.

27. Underlining.—The underlining of words in letters is done to draw special attention to them, to emphasize them. There is a tendency to overdo this and leave the letter no stronger than without them.

In the preparation of manuscript for the press underlining signifies as follows :—

1. One line drawn under words gives the compositor to understand that these words are to be set in italic type.

Example : “Now the shades of night are gone,” “*Now the shades of night are gone.*”

3. Two lines means that the words are to be printed in small capitals.

Example : “Now the shades of night are gone,” “NOW THE SHADES OF NIGHT ARE GONE.”

3. Three lines signify that the words are to be set up in large capitals.

Example : “Now the shades of night are gone,” “NOW THE SHADES OF NIGHT ARE GONE.”

4. Four or more lines drawn under words in “Copy” for advertisements or job work, indicate very large capitals. These are used to show the compositor what you wish to bring up prominently as “*Features*” in the advertisement.

28. Crosslines. Paper is cheap, so is postage. There is therefore, no reason for deforming your letters by writing along the margins or across the writing. It renders the letter obscure. When it took the wages received for two or three days work of an ordinary working man in Canada to pay the postage on a letter to England, there was some excuse for it.

29. Erasures.—Do you find it necessary to rid yourself of a word? Do not draw your pen through it and thus completely disfigure your letter. If you do not wish to scrape it rule a couple of red ink lines through it carefully. It is better to re-write the whole page, if possible, than to have a word either ruled out or scraped out. If you wish to scrape out words procure a regular scraping knife. It has a heavy short blade so that it will not quiver. Keep it as sharp as it can be made, and do not use it for any other purpose than what it is intended for. To use it aight hold it firmly and scrape very lightly, taking very little off at a time. Do not dig holes in the paper. When you have removed the ink take the handle and rub over the place to smooth down the surface of the paper. A surface may be put on the paper so that you can write on it about as well as before, by rubbing a piece of the best white resin over it. When this is done it will not soak up the ink. If you want to be unsuccessful in getting a position you are applying for, just erase a few words in your letter of application. This recipe will never fail you.

30. Difficult Letters.—When business is running smoothly, when there is no misunderstandings or complications, the task of writing letters is comparatively easy. It is, however, many times more difficult when long explanatory letters have to be written to adjust misunderstandings that occasionally arise in reference to purchases, sales or contracts. It is sometimes necessary to conciliate persons in order to avert losing their trade and sometimes necessary to censure for neglect. A harsh letter very often provokes a harsh reply and thus long-continued pleasant business relations are broken off abruptly, where a little careful treatment would have cured the trouble. Harsh cutting letters are very seldom any use. They usually do more harm than good, and the person who likes to write one is likely to be the most sensitive to take offense if he receives one. It was well said by Solomon that “A soft answer turneth away wrath, but grievous words stir up anger.”

The complications of every business are peculiar to itself. It is therefore impossible to deal with special difficulties in this work, only to give one general direction,—Never to write an ungentlemanly or discourteous letter under any circumstances, even if you have come to the conclusion that you would rather not have any further business relations with the house either on account of their perverseness or their unbusinesslike or dishonest methods. A retort on your part may bring you down to the level of the person whose crooked habits you perhaps despise and may produce no good for you in the end. It is not to be understood from this, however, that any point of honor or justice is to be yielded or violated or that a man is to give in to all the whims and notions of his customers, Not at all, but to write firmly but without asperity, when necessary and in a conciliatory or explanatory or apologetic way when the best interests of the business require it.

31. Letters of Censure especially require great care. An agent is going beyond his instructions. It is necessary to bring him into proper relation without giving offence. The tone of the letter should be most respectful and firm but cheerful and not arrogant. A partner is exceeding the articles of partnership in his acts. A letter of remonstrance by one or more of his partners is a delicate one. Try a few such letters for practice.

32. A Dunning Letter requires considerable care in composition. Two ends must be kept in view, the first to obtain the money due; the other to avoid giving offence to the delinquent. Generally a plain businesslike straightforward statement is best, not abrupt or dictatorial, as a dictatorial tone is likely to put the debtor into a spirit of opposition. An appeal to the honor of the debtor is often very effective and in some cases is the only way to collect an amount due, and this, if done nicely, is not likely to offend. In some cases to suggest legal proceeding is unavoidable in the matter, though unpleasant to yourself, but made necessary by the long-continued delay or neglect of compliance with promises often made, may prove effective. In any case great pains should be taken to word the letter effectively but not to awaken a spirit of opposition.

33. Letters Containing Enclosures.—In writing a letter in which money is enclosed be very careful to state the amount. If a note or draft is enclosed give full particulars as to time, amount, where payable, due date, and in every case of remittance state clearly what it is for. If it is to retire a note, draft or other obligation, describe, it as clearly as possible. If there is a distinguishing number as in insurance policies, etc., do not fail to give it. Such letters should always have a reply and the reply should acknowledge all enclosures.

A very good plan is to place an impression of a rubber stamp on the letter similar to this,

ENCLOSURES :
.....
.....
.....
.....

and fill in the articles so that if the letters are written by one and copied and mailed by another, that a list of the enclosures can be had without reading the letter through to find them. Acknowledgments are frequently made by filling up a printed blank on a Postal Card or Note sheet similar to the example below.

<p>OFFICE OF TELFORD & CO. BANKERS.</p>	
<p><i>Weston, Jan. 6, 1893.</i></p>	
<p><i>Mr. John Smith,</i> <i>Durham, Ont.</i></p>	
<p><i>Dear Sir,</i></p>	
<p><i>Your favor of 4th inst., is received with stated enclosure of \$23.40 Dollars which we have duly applied as directed.</i></p>	
<p><i>\$23.40</i></p>	<p><i>Yours respectfully,</i> TELFORD & CO. <i>Per W. P. I.</i></p>
<p>REMARKS:</p> <p>.....</p> <p>.....</p> <p>.....</p>	

Filing Letters.

1. Necessity.—It is a matter of the greatest importance to a business man that his valuable papers and his letters be preserved, and not only preserved but kept in order for easy reference. A larger number of contracts exist in the letters of business men than in those that are formally drawn up and signed. Though informal in their character, the contracts contained in the written letters are just as binding as though written out by a solicitor. Hence the importance of keeping *all* letters received so systematically arranged that they will not be lost or mislaid, and they can be easily found when required.

2. Variety of Styles.—There are many ways of keeping correspondence, varying from a want of system some men have of throwing letters and other papers into a drawer, desk, or other common receptacle, up to the most convenient and systematic letter filing devices, illustrated hereafter. When letters are kept in some desk or drawer, in a sort of heterogeneous mass, there is a *system* of absolute disorder. Chaos reigns supreme. Such desk or drawer is periodically emptied and its contents sorted out, some to be burned, and some to be thrown back into the desk to await the next periodic overhauling. The style adapted to any business will depend (1st) on the quantity of letters, and (2nd) on the divisibility of the business into branches or departments.

3. Departments.—In many businesses the correspondence can be conveniently divided into departments. For instance, a division similar to the following is sometimes adopted:—(1) Personal; (2) Invoices; (3) Statements and Accounts; (4) Receipts; (5) Quotations; (6) Orders; (7) Travellers' Reports.

The division might include many more departments. In thus dividing up, a file is kept for each department, and the letters and other papers placed in alphabetical order by using a complete alphabetically lettered index. Where it is not desirable to divide into departments, a number of files may be used with partial alphabetical indexes on each file, say, A to D on 1st, D to E on 2nd, and so on. Both have advantages peculiar to themselves.

4. Packing System.—A very simple way is to fold all letters to a standard breadth (most conveniently done by having a piece of tin the required size) and putting all letters for a month or year or other suitable time in a package according to the date on which they were received. Before putting them into the package, and after they are folded, an endorsement should be made, across one end, of (1) the date received, (2) the writer's name and address, (3) money or other valuables contained, and (4) a memo. of the subject of the letter. This indorsement should be made near one end so that when the letters are tied together at the middle they may be turned back enough to read the indorsement on any one in the package.

5. Pouch System.—A Pouch File suitable for a small correspondence can be had for a few cents. There are a number of them patented. They consist of say twenty-six pouches or divisions made together and lettered from A to Z. Those commonly used can best be explained by saying that they are hugh pocket books or wallets containing pockets alphabetically lettered, made from a tough manilla tag board. There are two sizes, one large enough to take in note sheets and another letter sheets without folding. The letters are placed in these pouches, according to the letters beginning the names, in the same manner as in other files under the indexes.

7. Other Styles or Systems.—The other styles and systems of files in greatest favor may be divided into two classes.

1st. Where papers are placed between the indexed sheets of tag board, the whole being kept under pressure, but not in anyway bound or tied together. This may be known as the *loose file system*.

2nd. Where papers are perforated and placed on metallic binding devices between indexed sheets. This is known as the *binding system*.

8. Loose Sheet File.—In the Loose File System the letter can be instantaneously put into position or taken out, one disadvantage being that in case of accidental fall of a file, a thousand letters might be scattered in a moment. The variation in size from a postal to a letter sheet often causes some disadvantage. The Universal, Globe and Tucker files, and other patented devices are on the loose file system and are extensively used.

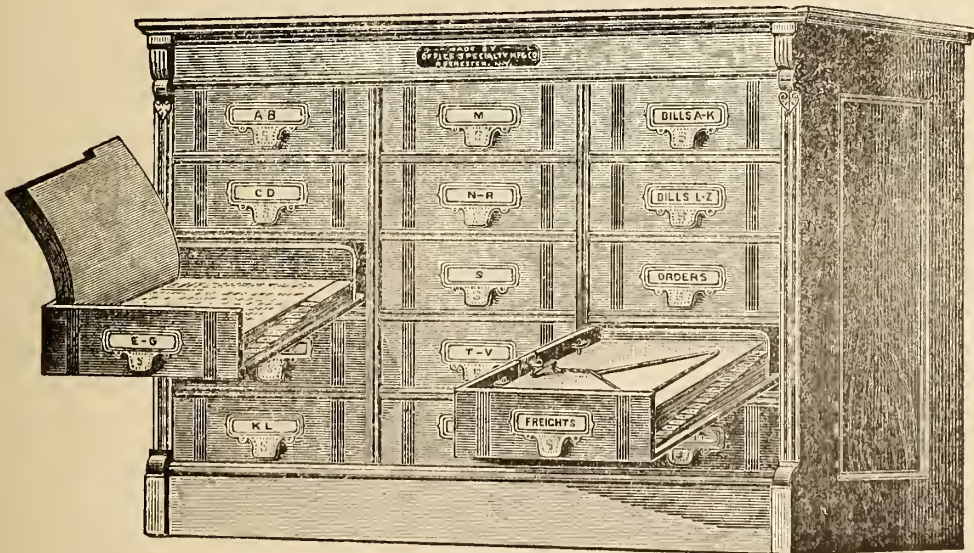


Fig. 1. Universal Files in Cabinet,

The above illustration shows a cabinet of fifteen Universal loose sheet files. The letters on the front of the files indicate the way in which the indexes

may be divided for letters, and how Bills, orders, receipts, etc., may be kept in their own departments, The file on the left labelled, E-G, withdrawn from the cabinet but held in place by "stops", has the index sheets turned over ready to receive a letter, while the one on the right labelled "Freights", shows the file closed down and kept in place by a wire compressor. These files are specially useful for holding papers that are frequently removed from the file and returned to it.

The following illustrations show the transfer Case of the Universal file. Fig. 2 shows the index with metallic attachments, and fig. 3 the case into which this index is to be transferred with the letters placed between its sheets. This pasteboard case is labelled on the back and put away for future reference.

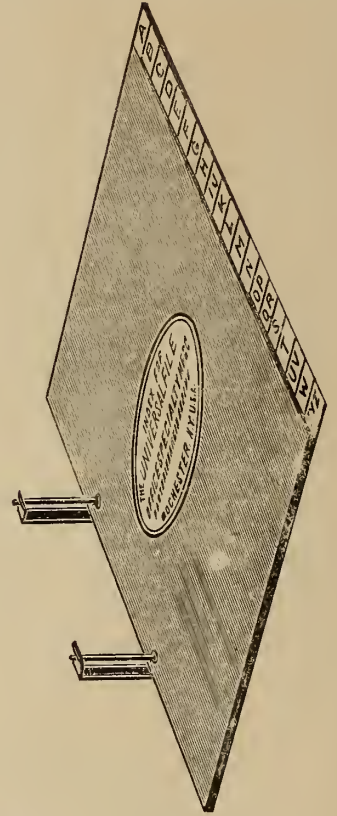


Fig. 2. Index of Universal File.

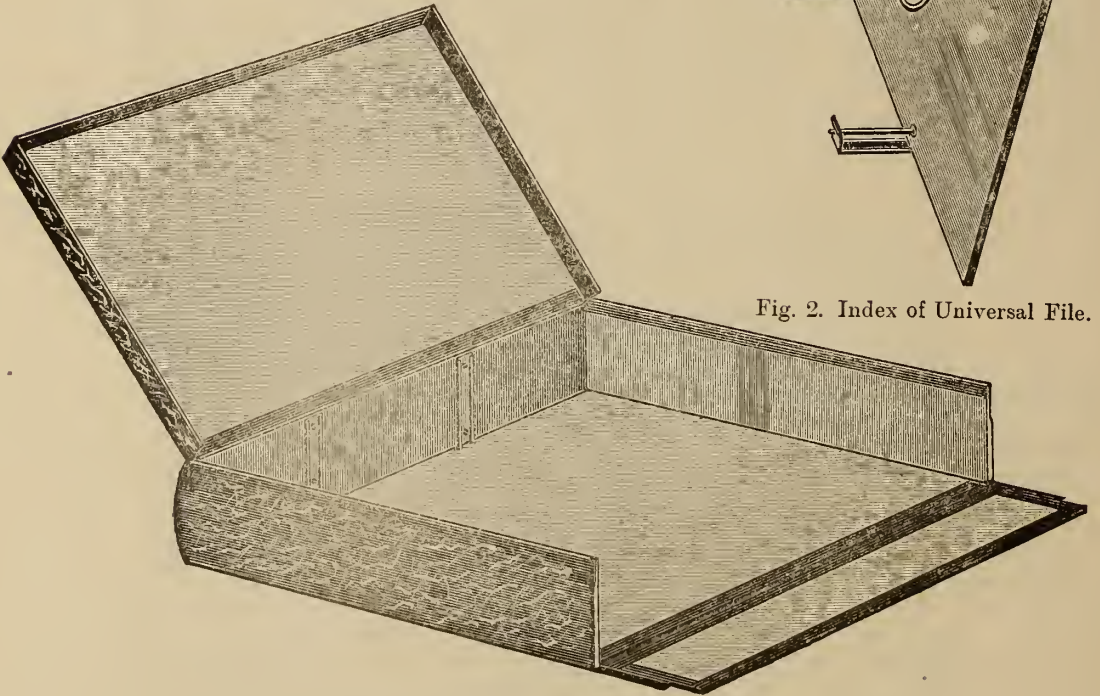


Fig. 3. Transfer Case of Universal File.

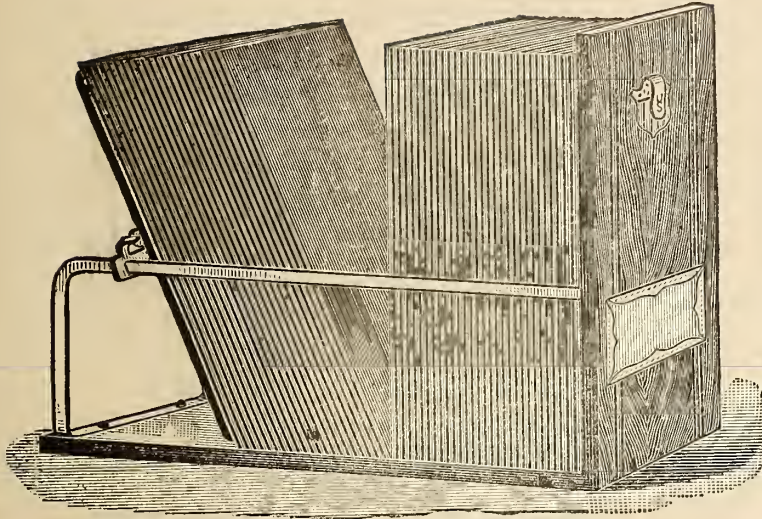


Fig. 4. The Lang flat rod side Document File.

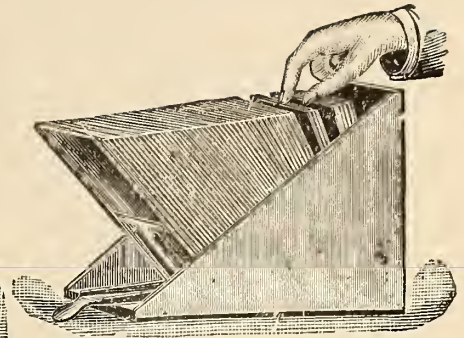


Fig. 5. The Lang wood side Document File.

Document Filing.—The loose leaf filing system is largely used in Registry offices and legal offices where many valuable papers, contracts, Deeds, Mortgages, etc., are kept for reference. The accompanying illustrations figs. 4 and 5 illustrate two styles of such files. Their methods of operation and utility are so easily seen that we forbear verbal description. It is sufficient to say that thousands of valuable papers may be kept safely and compactly under index. They may be rapidly found, and almost instantaneously removed from and returned to their place in these convenient devices.

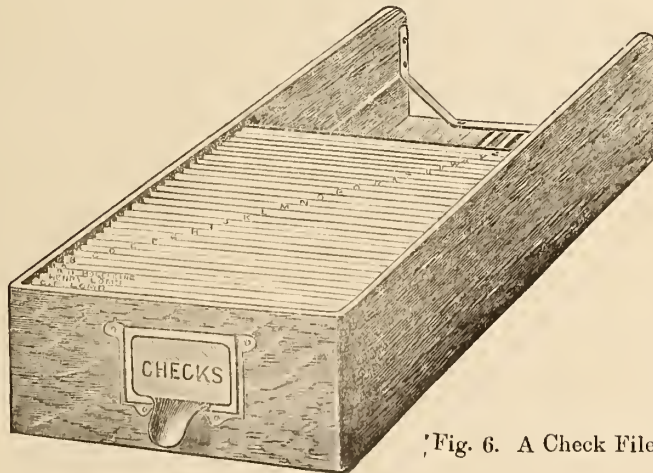


Fig. 6. A Check File.

Another useful application of the loose leaf file is illustrated in fig. 6. It is for Bank cheques. The cheques, notes, drafts, etc., charged to the various depositors are regularly filed in this convenient contrivance and kept until the regular balance day at the end of the month, when they are returned to the bank's various customers.

Binding System.—This is a system in which the papers are perforated and placed on metal binders, between indexed sheets of tag Manilla. The most popular file on this system is called the Shannon Letter and Bill file, illustrated hereafter. No other binder is so complete in all its appointments; in fact, the Shannon has scarcely a competitor. The files can be purchased singly or in cabinets or drawers. Files the same as those in cabinets may be had to fit to any business-man's desk. Fig. 7 shows a cabinet or desk file opened with the index turned back to receive a letter or paper under the letter "H", the letter is being placed on file. The wire arches must be turned into place before the index and papers can be returned to their place.

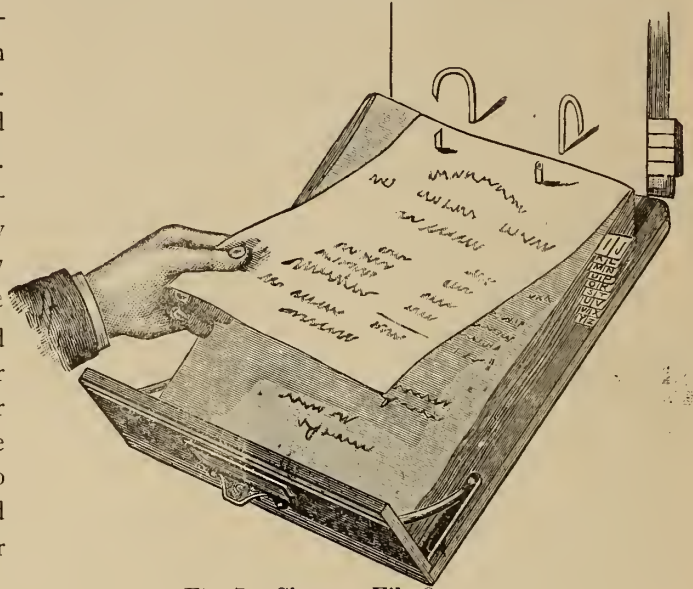


Fig. 7. Shannon File Open.

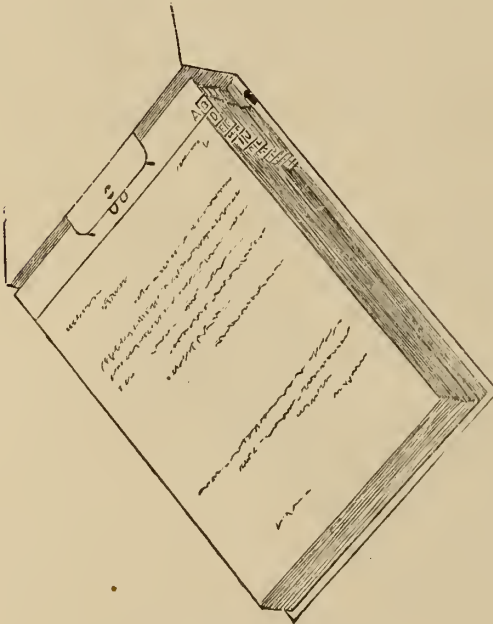


Fig. 8, Transfer Case open.

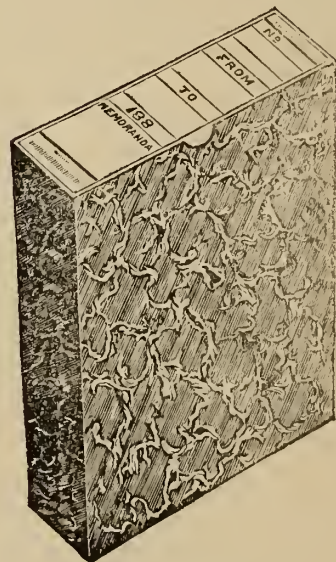


Fig. 9, Transfer Case closed.

Removal from Fyles.—The foregoing illustrations, figs. 8 and 9, illustrate the transfer binding case to which the letters are removed when a file is full. Fig. 8 shows the binding case open, but containing a file full of letters that are really bound in a book. The operation of removing them from the file and binding them in this book form can be

done by any person in a few seconds. Fig. 9 shows the binder in its cover that excludes the dust and keeps the letters clean and in good order.

The cabinet illustration in fig. 10 is a very convenient one for a business man. There are four document files that may be used for contracts, insurance policies, trade catalogues, price lists and papers of various kinds that will not go into a letter file. The arrangement of six files for letters and six for other papers is worthy of notice. Many of the best vaults are fitted up with these labor-saving appliances, made entirely of metal, so that any dampness of the vault will not affect the wood. Document files may also be had twice the width of those shown in the Cabinet, so that large catalogues and large papers may be put into them without folding them. We are indebted to the Office Specialty Co. of Toronto for the illustrations of files and filing devices in this chapter.



Fig. 10. Cabinet Containing four Document Files and twelve Shannon Letter Files.

The Advantages of the Binding System of files are as follows :

1. Papers are not loose after being filed.
2. Papers can be manipulated and examined with the greatest of ease, their disarrangement being impossible.
3. Note Sheets, Postal Cards, Letter Sheets, etc., can be removed and replaced without disarranging the other papers, or read on the files with equal facility.
4. Papers from the same source may be filed by themselves, in order of date, without in the least disarranging the others.
5. When a single file is used, very little room is taken up ; it may be hung at the side of a desk, or in any other convenient place.
6. Papers can be examined in the cabinet without removing the file-drawer
7. Papers, when transferred to the Binding or Transfer cases, are bound in book form at one operation.
8. Papers are not liable to become disarranged by examination in the Binding or Transfer cases.
9. Any paper can be removed from the Binding or Transfer case without disarranging the other.
10. This method of filing papers costs less than others,

Indexing.

In large houses where different members of a firm attend to the business, and in the various departments of Dominion and Provincial Government, short abstracts of letters are required. Indexes are kept of letters as they come in and go out of the office. The following is a form of index for incoming letters and their answers.

Index of Incoming Letters and their Answers.

No.	WHEN RECEIVED	Sub-dept't	Initials	NAME OF WRITER	ADDRESS OF WRITER	Precis of Contents	Precis of Answer	Date of Answer.
216	14/2/93	B	w. R.	J. D. Stevens	Winnipeg, Man.	Asks a remission of interest on overdue instalments on Lot 6, Con. 4, Twp. of Carberry.	Grant remission of interest for 1892—reason, failure of crops.	15/2/93
217	14/2/93	E	R. T.	A. H. Finch	Portage-la-Prairie, Man.	Enclosing petition for grant of land for cemetery purposes.	Grant will be made when trustees are appointed.	20/2/93
218	15/2/93	C	S. H.	A. S. Keen	File Hills, N. W. T.	Asks re settlement duties for Lot. 7, Con. 8, Bradly Township.	Sent pamphlet No. 30.	18/3/93

The letters would be numbered as received and immediately entered into this schedule or index. When answered the date of the answer would be entered up in the right hand column for easy reference. This index in turn could be indexed in a small alphabetical index, which would refer to the number in the first column.

Sometimes it is found desirable to have one index for incoming letters and another for outgoing letters. In such case a precis of the answer would not be put in the incoming index, only a reference number to the answer in the index of the outgoing letters. The following are forms of separate indexes for incoming and outgoing letters.

Index of Incoming Letters.

No.	When rec.	Name of Writer	Address of Writer	Precis of Contents.	No. of Ans.

In the above form of Index the letters would be entered as received and a precis of their contents made by a clerk. When an answer was written a record of it would be made in the Outgoing Index, and the number of the answer in the Outgoing Index would be placed in the last column for reference.

Index of Outgoing Letters.

No.	Date.	To Whom written.	Address.	Precis of Contents.	No. of letter referred to.

In the Outgoing Index a record of each letter written is made. If it is an answer to a letter received, the number of such letter in the Incoming Index would be put in the last column of the Outgoing Index for reference.

An Alphabetical Index would be kept for each of the above forms, referring to the numbers instead of pages so that any letter might be readily found, or a whole correspondence traced up rapidly.

Duplication of Letters.

There may often arise circumstances where it is desirable to have a number of copies of the same written letter or circular. A written circular often commands attention where a printed one would utterly fail to be noticed. There have been many systems invented of late years for reproducing letters *fac simile* and using them as circulars. Each system possesses more or less merit, we will outline a few of them.

1. Manifolding.—When a typewriter is used, one to twenty duplicate copies can be made at once, of any matter, by using thin linen paper and placing between the sheets, paper covered with a preparation of lampblack and lard, a sheet of the black paper for every duplicate copy required. By striking the keys of the machine harder than for ordinary writing, each letter that is struck on the paper leaves an imprint of itself on each sheet of paper from the carbon paper, thus making as many duplicates as there are black sheets.

2. Lithograms, Printographs &c.—There are various names for these cheap and useful articles. They can be made and used by any person and are good for from fifty to one hundred copies from one writing if skillfully handled.

3. How to make one —Procure a tin pan the size desired, say the size of foolscap, 9x14 inches, $\frac{5}{8}$ of an inch deep. It is better to have a lid to keep the dust off when not in use. For the size mentioned procure 6 ounces of gelatine the same as that used for making jellies; soak in a cloth in cold water for a few minutes till softened a little; place in a saucepan and put the saucepan in a pot of hot water. When the gelatine is melted pour in 24 ounces of glycerine and 7 ounces glucose, boil the water in the pot for about twenty-five minutes stirring the mixture in the saucepan at the same time.

After it has been thus boiled pour from the saucepan into the flat pan in which it is to remain, having previously placed it on a level place to cool. When pouring, place the saucepan close to the other pan so that the material will not have far to drop or it will gather air bubbles. Before the substance begins to cool scrape the air bubbles off the surface of the printograph. Do not use it until it is at least 24 hours old.

4. The Ink.—The ink is very easily made. Dissolve annaline dye of the required color (violet is strongest) in alcohol. Use very little alcohol. The ink should be so thick that it will not flow very freely from the pen. When the copy is written with the ink of proper thickness it will shine like gold when held towards the light.

5. How to Apply Copy.—When your written copy is dry and of the shiny golden appearance mentioned above, place it, face downwards, on the printograph and smooth it carefully so that every part of the paper is touching the “pad,” as it is sometimes called. Let it remain on about half a minute then remove carefully. A quantity of the ink remains on the pad, the copy of writing being perfect except that it is all reversed. Lay on the paper you wish the copies taken on, sheet by sheet, smoothing it carefully on the pad then immediately removing it. As soon as you have taken all the copies you wish, wash the remaining ink off the pad with luke warm water and a sponge.

6. Notes.—If the surface becomes cut or ruffled, the material may be re-melted in a saucepan in the same way in which it was made.

If gelatine cannot be got conveniently, white glue will do as a substitute.

If glucose cannot be got add three-fourths the weight of white sugar. The glucose can be obtained at a confectioner's.

Strips of paper may be put on the pad close up to the writing. They will serve two purposes ; 1st, they will save the surface of the printograph from being cut by the edges of the paper, and 2nd, a pencil mark may be made on it for a gauge to lay the sheets to, so that the matter will appear straight and on the right place on the paper.

7. Stencil Method.—Numerous appliances have been invented and patented for making stencil of paper ; then ink, similar to printers' ink, is forced through the small holes of the stencil, thus giving a fac simile copy. Of these we may mention the Electric Pen. A fine needle point is driven by a magnet thousands of times a minute in and out of a pencil shaped tube. So rapid is the motion and so short is the stroke that it perforates a sheet of linen paper in a continuous line of holes along the outline of the letters wherever the point of the pen touches, without impeding the pen.

Another plan is to write on a prepared paper with an article like an ordinary tracing wheel so making a stencil, and still another by writing with a hard bone or amber stylus on a prepared paper having a piece of rough metal, cut like an ordinary saw file under the paper. These articles are called by such names as Cyclostile, Neostyle, Mimoeograph, &c. They can be procured from any stationer.

8. Photo Engraving.—When many copies of a document are required, a good way is to write the copy in jet black ink and have it *photo-engraved*, or etched on zinc. A metallic plate is produced by either method suitable for printing on any ordinary printing press. Thousands of copies may thus be made. A plate of this kind will print from 50,000 to 200,000 copies, according to the care it gets in the hands of the printer.

Letter Copying.

1. Necessity.—The bulk of all contracts are made by correspondence. We noted on page 48 the necessity of filing letters and keeping them for reference. This is only half the work as it requires both the letters and the answers to them, to give the contracts in full. There are always two or more persons interested in contracts, and before any commodities can change hands or the work be done, there must be an agree-

ment of the minds of the persons interested. When this is expressed in words between the parties themselves, the contract is *verbal* or *oral*; all others are *written*. Of the written contracts there are two kinds, *Formal* (that is one drawn up and signed by the parties chargeable with either work or payment), and *Informal* contained in letters between two persons. The informal contract is just as binding as the other. In order that you have a copy of what you promise to do and all other necessary information respecting it, you should not only have the letters that were sent you but also copies of what you have sent. Hence the necessity of *preserving a copy of every business letter you write*. Copies, of course, can be kept by writing two letters. A much more rapid way is to copy in a letter book by the process outlined hereafter.

2. The Style of Writing.—Writing should not be too light, as enough of the solid matter dissolved in the ink must be left on the surface of the paper so that when laid on the moist leaf of the letter copying book a part will adhere to the page. The writing is thus divided in two, one part remaining on the letter and the other on the leaf of the copying book.

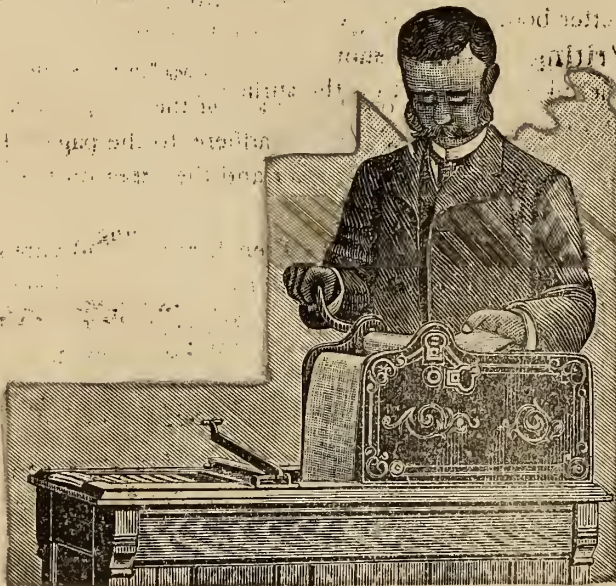
3. Ink.—Any good copying ink will do. The French copying inks are considered best. If it is not convenient to get copying ink, almost any ink that has been left in an open ink-well a few days will copy. A part of the water has evaporated, leaving the ink thickened. Any ink can be made to copy by dissolving a little sugar in it.

4. Letter Book.—A Letter Book is simply a bound volume of the best tissue paper, paged, and containing an alphabetical index. The letters should not be allowed to remain more than a day without being indexed. The best mark on a letter to show that it has been indexed is the page of the last letter to the person put in colored pencil at the head of it. This also serves as a convenient reference when you are called on to look up any series of letters. All that is necessary is to look at the index for the last letter then each one bears the page of the one previous, and you go back from one to the other rapidly.

5. Materials.—A dish of ordinary spring water, a brush, some stiff oiled paper, and some blotting paper are required. (Ordinary paper will do instead of the oiled paper.) Place a sheet of the oiled paper against the front of the leaf, that is between it and the front of the book. Dip the brush in the water and wet the back of the leaf of the copying book carefully. See that no dry spots are left. Remove the surplus water with the blotting paper, leaving the leaf wet. (The oiled paper prevents other leaves from getting wet.) Next place the letter to be copied in the book with the writing against the damp leaf and close the book on it. Put it in the press and squeeze it, allowing it to remain a moment under pressure so that the ink may have time to moisten and adhere to the page of tissue. The tissue leaf is transparent and the writing is read through on the other side.

Where there are many letters to copy, a dozen or so pieces of cotton the size of a letter sheet can be procured. Wet them in water, wring out all the water you can with your hands. Place a wet cloth in the book, turn over a leaf on it and lay on the letter. Lay another cloth on the letter, turn over another leaf, lay on a letter and a cloth over it. You can continue this until you have a dozen letters in if necessary. Close the book on them and put in press as usual.

6. The Press.—An ordinary screw press, costing \$6 and upwards will answer all purposes. Any means by which you can supply pressure will do. A roller press on the principle of a clothes wringer, see accompanying illustration, with the lower roller running in water, is becoming a favorite. The tissue paper for this is in rolls instead of in books. After copying on it the tissue is cut up and each copy filed with the letter it answered. It is to be commended for its rapidity.



THE DAMP ROLLER COPYING MACHINE.

7. Notes and Cautions.—Do not leave any surplus water on the leaf nor have the leaf too wet or the ink will run and destroy both letter and copy.

Do not attempt to copy a letter until the ink is dry, and do not use blotting paper, as it removes the ink from the surface of the paper and does not leave enough to make a good copy.

Always put sheets of paper between the leaves after copying, until they become thoroughly dry to prevent blotting or setting off against one another.

Indelible Lead pencil writing may be copied. Leave the leaf a little more wet than for ink.

Letters written with the Typewriter usually require a little more moisture than those written with a pen.

Do not allow the indexing of your letter book to get a day behind.

If there are several pages of a letter, see that they are copied in correct order.

Post Cards should be laid in towards the middle of the book and the wet leaf doubled over on the other side of the card so that both the address and message are copied at once and side by side.

Subjects for Exercises.

1. Write to James Smith, Chatsworth, Ont., enclosing his account, requesting payment as soon as convenient.
2. Write James Smith's reply, enclosing cash in payment of account.
3. Your reply, acknowledging the receipt of cash.
4. Supposing Jas. Smith could not pay his account when he received No. 1, write his letter asking for more time. Give reasons why he finds it necessary to lengthen his term of credit.
5. Your reply granting him the time asked for.
6. Write Smith's letter, at the end of the time asked for, remitting you a cheque on Merchants Bank, Owen Sound, in full payment of account. Express his thanks for the kindness shown him in the extension of time.
7. Write to A. Cunningham, Commission Merchant, Toronto, stating that you have 5,000 bus. of wheat, which you would like to dispose of. Ask for his terms, and market prospects.
8. Cunningham's reply, giving terms: 2% commission and 1 cent a bushel storage elevating, etc., also market prospects for a sale are good.
9. Write again, stating that you have shipped the wheat per C. P. R. Enclose invoice at 90 cents per bushel.
10. Write Cunningham's acknowledgment of receipt of consignment in good condition.
11. Cunningham sells the wheat, and writes stating that he encloses account of sales; also Bank Draft No. 674 on Merchants Bank, Owen Sound, for \$4,675.50 net, proceeds.
12. Your reply, acknowledging receipt of letter and enclosures; also requesting information regarding the price of barley.
13. Write Cunningham's reply, giving the desired information. He states that barley would not be a very good investment at present, and suggests other things that would be more profitable.
14. John Kincaid, Wholesale Clothing Merchant, Toronto, having been recommended to you by R. M. Shaw, write for prices for a fall stock of clothing, also terms of payment, &c. Tell him that you are starting in business.
15. His reply, giving prices; also terms of payment, and stating that a traveller will call in course of three weeks with a full line of samples.
16. Your letter, ordering goods giving directions as to shipment, etc.
17. Kincaid's reply, stating that he shipped goods as directed and encloses invoice.
18. Your letter, remitting cash in payment of invoice.
19. His reply, acknowledging receipt of cash.
20. Kincaid's letter to R. M. Shaw, asking for information regarding your standing as a business man.

21. Write R. N. Shaw's reply, stating that Kincaid would be safe in filling your order, as you are quite able to pay it.

22. Write R. N. Shaw's reply, giving an unfavorable opinion of your financial standing and business habits.

23. Remit \$1 to John Dougall & Sons, Montreal, as subscription to Montreal *Weekly Witness* for one year.

24. Dougall & Sons' reply, acknowledging receipt of letter, &c., also enclosing blanks, requesting you to get up a club, offering premiums.

25. Your reply, stating that you could not attend to the matter, and that you gave blanks, terms, etc., to a friend, M. Crozier, who could attend to it.

26. Write Dougall & Sons' reply, thanking you for what you have done.

27. Dougall & Sons' letter, to your friend M. Crozier, to whom you gave blanks.

28. Write M. Crozier's letter, sending club of 15 subscribers; also cash \$12.75 in payment.

29. Dougall & Sons' reply, soliciting a continuance of work for the *Witness*.

30. Remit \$1000 to Mgr. Molsons Bank, Hamilton, for deposit, requesting deposit receipt to be sent to you for \$500, and the balance to remain on open account subject to cheque.

31. Manager's reply, enclosing deposit receipt and bank pass book, and requesting you to send your signature.

32. Draw a draft on C. J. Ward of Chatham, for \$500. Write a letter asking him to accept the same on presentation. Enclose statement of account.

33. Ward's reply, refusing to accept the draft on account of its being overdrawn for a considerable amount. He requests an immediate explanation.

34. Your answer, saying that you have carefully looked over his account, and can find no mistake. You enclose him another statement of his account, and request an immediate answer.

35. Write Ward's reply, acknowledging his error, and explaining how it came about. He encloses you a note at 60 days for the amount.

36. Your answer, acknowledging receipt of above.

37. Write Melville & Co.'s letter to John Macdonald, Toronto, ordering Dry Goods. Give a description of the goods wanted. Tell how you want them shipped, &c., and how you are going to pay for them.

38. Macdonald's reply, advising you of shipment of goods. One or two of the articles required are not in stock. Tell what you can offer instead, and at what price, and try to induce Melville to take the goods you offer as substitutes for those ordered.

39. Melville's letter on receipt of goods. One parcel is inferior to what you ordered. Ask whether you are to send it back at Macdonald's expense, or hold it subject to his order. Also answer his letter, telling him that you will accept the goods offered, instead of those you ordered.

40. Write Macdonald's letter, stating that he has made arrangements with Gray Bros., who will take the goods. They will call for them. He offers excuse for having made a mistake, and advises you of shipment of the required article, also goods mentioned in letters 38 and 39.

OFFICE OF
M. O'Rourke,
LUMBER MERCHANT, ETC.
FRENCH RIVER, ONT.

HANOVER, ONT.,

April 10, 1893.

To whom it may concern,

I take pleasure in stating that the bearer, Mr. A. E. Dibs, who has been employed by the Corporation of the town of Hanover during the past winter, breaking stones, is in all respects an able, willing. and trustworthy laborer,

Respectfully,

H. Mackensen,
Town Engineer.

FRENCH RIVER, ONT.,

November 3, 1892.

To whom it may concern,--

I take pleasure in stating that the bearer, Mr. L. V. Johnson, has been in my employ, as Book-keeper, for the last six years. I have found him capable and trustworthy, and in every way adapted to fill that position,

I am sorry his continued ill-health has rendered it necessary for him to leave my employ, and seek a less rigorous climate. I can heartily recommend him to anyone wishing the services of a competent Book-keeper.

M. Grozier.

41. Write Macdonald's letter to Gray Bros., describing goods to them, and offering 15 per cent. discount if they are willing to take them.

42. Write Gray Bros.' answer to No. 41, accepting the offer.

43. A Letter of Introduction. Write J. H. McDuff, Winnipeg, introducing Mr. R. C. Gillies, who is going West in search of employment as a carpenter and builder.

44. Write a Letter of Credit for £300, in favor of C. M. Farney, addressed to Glenn, Mills & Co., Bankers, London, Eng.

45. Write a Letter of Recommendation for your book-keeper, Mr. L. V. Johnston. He has been with you six years, and wishes to go south to a warmer climate for his health.

46. You are Secretary of a Literary and Debating Society. Write a letter tendering your resignation, giving reasons.

47. You are Assistant Book-keeper for a manufacturing firm. Write the Manager, R. H. McClelland, asking leave of absence for three weeks, on account of ill health. You wish to go to Parry Sound for rest.

48. Write the Manager's reply, granting you leave. Since you are going to Parry Sound, he wishes you to transact some business for him, which he mentions. He offers to let you off if you are willing to undertake it—your salary to go on the same as if you were in the office.

49. Your reply, declining to undertake any work or responsibility on account of your health. You need perfect rest.

50. Prepare an advertisement for the *Times*, for a gent's furnishing house, relative to spring goods, styles, your facilities, your cutter, &c.; underlining as required by printers.

51. Print in letters of suitable size and weight, with pen and ink, a letter heading. Arrange it in correct order and in proper position on a sheet of paper.

52. An acquaintance of yours has just come to town, and desires to open a retail grocery. Write for him a letter introducing him to Messrs. McClean & Co., with whom you are acquainted, recommending him to them, and asking them to supply him with goods on credit. Give reasons why your friend is not able to pay cash at present. Do not become personally responsible to McClean & Co. for your friend's account.

53. Write to D. Knechtel & Co., Furniture Manufacturers, of Hanover, asking them why goods ordered long ago, and promised to be ready at a certain date, have not arrived. State that you cannot wait any longer, and if goods do not arrive in six days from date, you will purchase elsewhere.

54. D. Knechtel & Co.'s reply, stating that the delay was occasioned by the burning of the Dry Kiln in the factory. Say that part of the order can be sent by date mentioned, and the remainder six days later.

55. You hold a mortgage of \$1000, bearing interest at 8 per cent., on the farm of William Robinson, Dornoch Post Office. Notify him that the half-yearly interest falls due in two weeks. (Name exact date.)

56. You get no answer to the letter, (subject No. 55.) The interest is six weeks overdue; write again, requesting immediate payment.

Detroit, November 20, 1893.

Vermont Paper Co.,

Montreal, Que.

Gentlemen,--Please consider me an applicant for the position of Book-keeper advertised in to-day's "Tribune." I have a thorough practical business education; am quick and accurate in figures, and herein beg to submit a sample of my ordinary rapid writing. I have had an active and successful office experience of five years.

For further information as to my ability and integrity, I beg to refer you to Messrs. Richmond & Co., with whom I was employed as head Book-keeper for two years; also J. Mytle, Esq., both of this city.

Very respectfully yours,

R. M. Shaw.

57. Write Mr. Robinson's reply, sending \$20, being half the interest ; say that crops had been a failure, and ask you to wait a month longer, until he has time to earn it by cutting and drawing cordwood to town.

58. Write him a sympathetic letter, enclosing receipt for \$20, granting time for balance, and stating that nothing would be charged on account of delinquency.

59. Write Mr. Robinson's reply, dated three weeks after No. 58, enclosing \$20 balance of interest, and thanking you for waiting for him.

60. Write a letter to Alex. Oberle, Port Elgin, Ont., asking for payment on account. (Simply a gentle reminder.)

61. Write Oberle's letter remitting P. O. order for \$16, as part payment on account.

62. Write a letter of introduction for J. Smith, Merchant Tailor, incurring a liability in case he does not pay.

63. Write a letter stopping the *Weekly Mail* newspaper. Your subscription has expired ; you do not wish it any longer.

64. Write a letter notifying the London Mutual Ins. Co., London, that your barn was destroyed by fire. Give circumstances connected with the fire, and request them to send their Inspector at once. Give number of your policy.

65. You have received a quantity of Dry Goods from Wilson & Co., Montreal, but part of your order is missing. Write your letter.

66. Write a general letter of recommendation for a friend who is going to Detroit. He is a bricklayer.

67. Write a letter applying for situation as Book-keeper, in response to this advertisement :—

WANTED.—A first-class Book-keeper ; must be a neat and rapid penman, and quick at figures. Permanency to the right man. Apply—Canada Paper Company, Montreal.

68. Write a letter answering one addressed to you, asking about a clerk, Edward Emrick, who was in your employ. The letter to be favorable.

69. You are an Assistant Book-keeper for a lumber firm. Write the Manager, J. Bertram Smith, asking leave of absence for three weeks on account of your health. You wish to go to Buffalo to consult a doctor.

70. Write Manager Smith's reply, granting you leave of two weeks. He wishes you a pleasant time, and much improved health. He states that the Company's steamer will leave with a load for Buffalo, and offers you free passage to Buffalo and return, and suggests that the lake air may be as beneficial as the doctor's medicine.

71. You have a large office containing several rooms. You can easily spare one. Write out an advertisement of one suitable for Real Estate or Insurance Agency Business for rent at \$7.50 per month for office, furnished.

72. Write to a prominent man of your acquaintance, Mr. J. Ross Sharpe, asking a letter of recommendation. You are going to Regina in search of employment.

73. Write Mr. Sharpe's reply to No. 72, accompanying a letter of recommendation, which he encloses with it. (Write both letters.)

74. Write out an order for your hired man, Robert Wilson, on a merchant, Mr. Geo. J. Kennedy, for \$7 worth of goods, to be charged to your account.

Marine Department,

Ottawa, 7th March, 1893.

The Registrar of Shipping,

Owen Sound.

Sir,—I have to inform you that the Certificate of Registry of the Steamer "Champion" of Montreal, Official number 74,297, has been forwarded by this Department to the Registrar, in order that the new name may be entered upon it. As the Registrar has been instructed to communicate with you to ascertain whether any alterations have been made in the ship's dimensions or tonnage, it will take some time before the Certificate of Registry can be placed on board the vessel. In the meantime you may permit her to run without it but in all other respects she should comply with the law relating to registry of ships.

I have the honor to be,

Sir,

Your obedient servant,

Robert Macintosh,

Deputy Minister Marine.

✕ 75. Write a letter to a wholesale firm, who hold your note for \$380, due in ten days. Ask them to renew \$300, and you will pay \$80 and interest for three months. Give reasons why you ask such extension of time.

76. Write a letter to the *Globe* Printing Co., Toronto, enclosing "copy" for change of advertisement, stating that an electrotpe for part of the advertisement is sent by mail.

✕ 77. Write the *Globe* Co.'s letter, enclosing account for your advertisement amounting to \$60, stating that a draft has been made at 30 days, and asking you to honor it on presentation.

✕ 78. Write your letter, complaining of an overcharge of \$5 in the advertising account—the advertisement being inserted only eleven weeks, instead of twelve as charged, at \$5 per week.

79. Write the *Globe* Co.'s reply acknowledging the error, enclosing \$5 cash, and asking you to honor their draft.

80. Write your reply, stating that you have accepted their draft, and acknowledging receipt of \$5.

81. Write to Henry Jones, of Toronto, asking him for the returns of a consignment of apples sent him a month ago, for sale on your account and risk.

82. Henry Jones writes you, enclosing account of sales (re No. 81,) and draft No. 3825 on Merchants Bank, Owen Sound, for \$320 net proceeds.

83. Write Henry Jones, advising him of a second shipment of 1300 bbls. of winter apples, worth \$2.25 per bbl., sent him per C. P. R., freight paid to Toronto.

84. Jones writes to you that a better market than in Toronto can be found in Glasgow, Scotland, as he can get \$4.40 per bbl. there for them, the freight being 50 cts. per bbl. He asks you to advance \$150 for freight on them.

85. Write Jones, sending draft No. 674, on Molsons Bank, Toronto, for \$150. Advise him to ship immediately.

86. Write "Printers' Copy" for a large poster advertising an extensive auction sale of live stock and farm implements, the property of D. Saunders, lot 12, con. 3, Sarawak. W. Beaton, Auctioneer. Give full list of articles to be sold, and terms of sale.

✕ 87. Write to Wm. Beaton, Kilsyth P. O., who is an auctioneer, asking if he will conduct an auction sale for you of your farm stock and implements in about three weeks from date, also what his terms are. Give him an idea of what you have for sale.

✕ 88. Write Mr. Beaton's reply to you, stating that he can attend to your sale on the 24th instant. His terms are \$10 for his services if the goods sold do not sell for more than \$1000. If for over that amount, 1 per cent. on the entire amount of sale. Printing and advertising extra.

89. Write W. Beaton, accepting his terms and date. Enclose him a full list of the articles you have to sell, giving as a reason for selling, that you have rented your farm. Give terms of sale.

✕ 90. Write an advertisement of a lost note. Give full particulars about note and where lost. Offer reward for its return to the *Globe* office, and caution all persons against negotiating it.

91. Write a letter to the maker of the lost note mentioned in the above advertisement, asking him not to pay to any person as it has been lost and no value received by you for it.

OFFICE OF

J. S. HOWES

FURNITURE DEALER,

WIARTON.

WIARTON, ONT.,

November 10, 1892.

D. Knechtel, & Co.,
Hanover, Ont.

Dear Sir,

The goods ordered from you on 1st inst. have not arrived. We will be obliged if you will send an explanation at once. We cannot wait much longer.

If you do not send them before the 20th instant, we will have to purchase elsewhere.

Yours truly,

J. S. Howes.

Office of D. KNECHTEL & CO., Furniture Mfrs.

HANOVER, ONT.

Nov. 15, 1892.

J. S. Howes, Esq.,
Wiarton, Ont.

Dear Sir, -- Your communication of the 12th inst. duly received. In reply would say we are sorry for the inconvenience and loss you have sustained through our delay. On receiving your order we immediately began work on it, but a fire in our Dry Kiln destroyed the lumber to be used in the desks, and caused considerable delay. We will be in a position to ship half of order at the date mentioned, and the remainder six days later. We trust this will be satisfactory.

Truly yours,

D. Knechtel & Co.

92. Write "Printers' Copy" for a spring circular for a retail hardware house, announcing full line of builders' supplies. Specify a number of articles. Invite inspection and a trial order. T. I. Thompson is proprietor.

93. Prepare a newspaper advertisement for Messrs. Redfern & LePan about a new style cooking stove, called the "Cook's Pride." Give its good qualities and prices, with and without fittings.

94. Your firm's traveller is going out on his usual spring trip with samples of Dry Goods for the fall trade. Prepare "copy" for a circular letter to customers, telling them the date when your representative will call on them and solicit their orders. (Leave a blank to fill in date.)

95. Prepare "Printers' Copy" for a circular to farmers in your district, telling them that you have for sale 200 bushels of Clawson Wheat, pure and clean, suitable for seed. Guarantee freedom from admixture, either of other kinds of grain, or of weed seed. Quote price at \$1.15 per bushel at your barn, lot 11, con. 10, Derby.

96. R. P. Butchart & Bro., whose extensive hardware house was destroyed by fire last week, have re-opened in the Roller Rink adjoining their old place of business. Prepare an advertisement for the *Times* newspaper announcing the re-opening, stating that their stock of builders' and heavy hardware is complete, and that other lines are being received daily.

97. Prepare "Printers' Copy" for a circular letter to customers for the firm mentioned in No. 96, in accordance with the statements in reference to fire, new premises, stock, etc. Suggest to customers that the recent heavy loss makes it necessary to ask them to settle their accounts at an early date.

98. Your partner, John Wilson, under articles of partnership which prohibit either partner endorsing negotiable paper or becoming security for others, has endorsed a note of \$320 for W. Brown & Co., and another for Thos. Allan & Sons for \$200. Write him a very nice but firm letter of remonstrance.

99. You are manager of an Insurance Company. S. J. Ferrel, agent at Warton, is exceeding his instructions in undertaking insurance and granting provisional receipts on mercantile and manufacturing property. Write him, calling attention to rules Nos. 27, 30, and 36, in his printed instructions that limit him to isolated farm or residential property.

100. You are Secretary for the Smith Manufacturing Co. Wm. Peters, of Clinton, Ont., Agent, has not made the monthly return of his business as required by the Company's rules. Write him, asking for returns and reasons why such were not sent in time.

101. Another agent of the Company, S. Parsons, Baltimore, Ont., has made an incorrect return for month of July past, omitting to credit the Company with four self-binders, crediting them with only ten instead of fourteen, and in debiting them for W. J. Morrison's notes at one, two, and three years from July 1st, of \$50 each, when said notes were only for \$30 each.

102. Mr. Peters, of Clinton, mentioned in No. 100, makes no reply to your letter. Write him again, asking for a statement of his transactions. Say that the rules of the Company must be complied with.

103. Write the Smith Manufacturing Co.'s general agent, Mr. Geo. Miller. Address him in care of Palmer House, London. Enclose him copies of your two letters to

Gravelly, Apr. 10, 1893.

Mr. Robt. Monkman,

Windsor, Ontario.

Dear Sir,

Enclosed please find a statement of your account, amounting to \$32.60, which is now due. An early settlement of same will greatly oblige

Yours respectfully,

D. L. Smith.

ASKING PAY MENT OF ACCOUNT.

Windsor, Apr. 12, 1893.

Mr. Elias L. Smith,

Gravelly, Ontario.

Dear Sir,--Yours of 10th inst. is received with statement inclosed. In reply would say, that owing to a serious loss I had a short time ago, I am unable to pay the entire amount of the account. I inclose a Post Office Order for Twenty Dollars (\$20) on account.

Yours truly,

Robert Monkman.

MAKING PARTIAL PAYMENT.

Mr Peters, of Clinton, and ask him to go at once and investigate his affairs. State that you have had no reply from Peters to these letters.

104. Write Mr. Parsons' reply to No. 101, making necessary corrections in notes by sending in letter three more notes for \$20 each, and stating that the four self-binders mentioned were destroyed in a smash-up on the railway at Whitby, and that the Company had already made a claim on the railroad company for them.

105. Write Mr. Parsons an appropriate apology for your error. State that you have duly credited him with the four binders.

106. You are a retail grocer. Prepare "Printers' Copy" for a nice circular to your customers to be sent out before Christmas, calling attention to your goods.

107. Ward & Robinson of Midland, owe you \$60.25. Make out a statement of account and send to them, stating that if you do not hear of them in ten days, you will draw on them at 3 days; adding bank charges.

108. The draft mentioned above is returned with "Refused" written on the back of it. Write them for an explanation.

109. Write Ward & Robinson's reply, stating time too short, could not meet it, and amount \$2.50 too great on an item of interest charged thereon. Will accept for correct amount at 30 days.

110. Write reply to Ward & Robinson when new draft is drawn, adding interest for 33 days and bank charges, and deducting the \$2.50 complained of, stating that they should have raised the objection before the first draft was sent forward.

111. Write to L. V. Johnston, 235, State Street, Chicago, Ill., asking what are the chances for a young man of your abilities in that city. (Mr. Johnston is an acquaintance.)

112. Write Mr. Johnston's reply. Chances good—has spoken to his employer. You will likely get work with him if there by the 30th of June.

113. You have been unable to attend College for some days. Write the Principal a letter of explanation.

114. There is to be a change in the firm of which you are a member; one retires and two new partners are to be taken in on the 1st day of August next. Date of this letter to be June 10th. Prepare a circular letter to all customers whose accounts are due or will be due by that time, requesting a settlement before Aug. 1st.

115. Your book-keeper, Mr. Henry McLeod, who has been with you six years, is leaving you to seek more remunerative employment. Write a testimonial for him expressing your appreciation of his services, character and ability, and recommending him to others.

116. Write to S. J. Parker telling him that you have purchased lot 3, on the west side of Scrope street, for him at \$1800. Give terms, and request him to call and complete the transaction.

117. Write to W. McFall telling him that you have rented his farm for him, giving terms, tenant's name, length of lease, rental, and other conditions.

118. Write to J. Brown remitting \$50 per Merchants Bank Draft No. 762, and a new note to cover an old note, interest due and interest in advance on new note.

119. Acknowledge receipt of No. 118, and return old note. Express a hope that the new note will be paid at maturity.

Southampton, April 10, 1893.

Messrs. Jas. Ray & Co.,

Meaford, Ont.

Gentlemen,--

This will introduce to you the bearer, Mr. Ralph R. Bradbury, a prosperous young farmer of this vicinity, who wishes to purchase grain for seeding.

You may consider me responsible for any amount he may purchase from you under Two Hundred Dollars, provided I am advised immediately on default of payment.

Yours truly,

William Dalziel.

120. Ask an extension of time for the payment of new note mentioned in No. 118, giving reasons.

121. Write the General Manager of the C. P. R. for the freight rates on general merchandise from Owen Sound to Port Arthur and Winnipeg. Give him an idea of the quantity of freight you have.

122. Write the Manager's answer to above letter, quoting \$10 per ton to Port Arthur and \$27.50 per ton to Winnipeg.

123. Write to J. Smith, Manager Gore Fire Insurance Co., sending him policy on your furniture which you are going to remove to another house on lot 7, Scrope street. Ask his consent to the transfer, the new house being a safer risk than the old.

124. Write to R. Smith, Warton, asking the cash value of lot 3, con. 7, Keppel. Ask him to send a description of the lot.

125. Write Mr. Smith's letter in answer to No. 124, giving full particulars asked for. Mention acres cleared, acres of bush land, how timbered. Describe soil, water, fences, buildings, etc.

126. Write a telegram to J. P. Moore & Sons, New York, asking them why your order of 15th inst. for 16 Winchester Repeating Rifles, model of 1876, and 25 cases of cartridges has not been filled.

127. Write their telegram to you, stating that the order was filled on the 17th, and shipped by the American Express Company.

128. Write a letter to Geo. Price, the agent for the American Express Company in your town, enclosing a copy of the foregoing telegram, and ask him to investigate the matter at once.

129. Write "copy" for the printer of a neat card announcing a Millinery Opening on March 25th, 26th, and 27th. Invite patrons and friends to call and inspect the goods. Underline according to the display you want on the card.

130. Write "printer's copy" for a circular to your creditors and others, intimating that your firm has dissolved partnership. Enclose them a copy of the agreement for dissolution, and bespeak for the new firm the good-will and patronage accorded to the old firm.

131. Write "printer's copy" for an advertisement in the paper announcing that your firm has dissolved partnership. State who will pay firm debts and collect outstanding accounts, and who will continue the business. Have it duly signed by the proper persons and witnessed.

132. Prepare "printer's copy" for an advertisement of a stray horse that has come to your premises.

133. Write "printer's copy" of an advertisement of your cow that has strayed. Give full particulars. Offer \$5 reward for her return.

134. You have been building a block on Baker Street, Guelph. You have left a quantity of brick, stone, and lumber on the street, that partially blocks the traffic. Write the City Engineer's letter to you requesting their removal.

135. Write an answer to the foregoing letter, expressing your regret that the street was not cleared sooner, and assure the engineer that you will have it attended to at once.

Port of Southampton,
7th, March, 1894.

Re File NO. 2424 of 1892. Claim
No. 10,098.

Samuel Bentley, Esq.,
Commissioner of Customs,
Ottawa, [Ontario.

Sir,

I have the honor to state in reply to your letter of enquiry in the matter, Messrs Tom, Dick and Harry for refund of duty collected on coal, I acted in accordance with instructions, File No. 2424 4th June, 1892. As they were not satisfied with my interpretation of your letter, I turned up instructions regarding Coal Free as Ship Stores. Still not being satisfied I made out claim papers for what duty had been collected, No. 10098, and which was not allowed. These vessels having called at intermediate Canadian ports before reaching their Foreign Ports of destination.

I have the honor to be.

Sir,

Your obedient servant,

Issac Job,
Collector.

136. You have an undesirable tenant, named John Smith, in your house on lot No. 15, on the north side of Baker Street. Write him notice to leave your premises on or before the 24th of next month.

137. Write a letter to an undesirable tenant, John Brown, occupying a house on lot No. 4, on the west side of George Street, asking him to pay up \$17.50 arrears of rent past due, and to vacate your premises on or before the 16th of next month. State also that if he is not out at that date the rental for next month thereafter will be \$15, and that the rental will be doubled each succeeding month he continues to occupy.

138. You occupy a house belonging to Thomas Wilson. Give him notice that you desire to leave it on or before the 20th of next month.

139. Notify your landlord, A. J. Bond, that the roof on the house you occupy is in very bad repair, also that the windows are loose and the floor worn through in several places, and that you will be compelled to leave unless he has repairs made at an early date, and that this is to be considered notice to him that you will vacate on the 15th of next month, unless the house is repaired satisfactorily.

140. Mr. Bond, in answer to letter No. 139, writes you assuring you that the repairs will be duly attended to in course of a week.

141. Write three local notices for newspapers of the Annual Concert of a Literary Society with which you are connected.

142. Write printer's copy for a large poster announcing the Annual Concert mentioned in the preceding subject.

143. Write printer's copy for a small "to-night" dodger to remind the people of the Annual Concert mentioned in the two preceding subjects.

144. Write a letter to D. C. McDonald, Manager of London Mutual Fire Insurance Association, of London, Ont., asking why Policy has not been issued in accordance with application given the Company's agent, also that the provisional receipt will expire in five days, and ask to have it renewed if policy has not been issued.

145. Write McDonald's reply, stating that the Policy was issued and mailed two weeks ago, and if policy has not been received to notify him, and a duplicate will be issued.

146. Write W. P. Telford, Manager Security Building Society, Brantford, Ont., asking for statement of amount required to discharge Mortgage No. 300 in student's name, on April 15, 1893.

147. Write Mr. Telford's answer, stating that as the mortgage has four years yet to run, payment will only be accepted on the payment of six months' interest in advance.

148. Write your reply to No. 147, accepting his terms, and asking for statement.

149. Write Mr. Telford's answer, enclosing statement :—

Amount of Mortgage,	-	-	-	-	-	-	-	-	\$1500.00
Interest 1 year to 15/4/93 @ 7 %	-	-	-	-	-	-	-	=	105.00
" 6 mos. 15/4/93 to 15/10/93	-	-	-	-	-	-	-	=	52.50
Cost of Discharge	-	-	-	-	-	-	-	=	2.50
									<hr/>
									Total \$1660.00

150. Write your reply to No. 140, enclosing certified cheque for amount of the statement, \$1660.00.

Customs Department,
Ottawa, 8th March, 1893,

Re File No. 2,424 of 1892, Claim No.
10,098.

Collector of Customs,
Owen Sound, Ont.

Sir, - Referring to claim papers above noted, being application of Messrs. Tom, Dick & Harry, for refund of duty paid on Coal supplied to their Steamers from stock in Warehouse. The ground for claim being said Steamers having cleared from your Port for Sault-Ste.-Marie, United States, the Coal should be treated as 'Ships Stores.'

I regret to inform you that, as the vessels did call at Canadian points before reaching Sault-Ste.-Marie, United States, this Department has no power either to permit delivery of Coal at your Port Ex-warehouse free as 'Ships Stores' or to refund any duty paid on entries Ex-warehouse, as the voyage was simply coasting with exception of the run between the last Canadian point of call and the Sault-Ste.-Marie, United States.

I have the honor to be,

Sir,

Your obedient servant,
SAMUEL BENTLEY, Commissioner.

151. Write Mr. Telford's answer, acknowledging receipt of cheque, and enclosing title papers, with Mortgage and Discharge.

152. Student is manager of Western Fire Insurance Co. Write J. H. Mason, Manager C.P.L. & S. Co., Toronto, stating you have an application, Wm. Jacobs, lot 24, con. 2, east of Toronto and Sydenham Road, township of Holland. The property is mortgaged to the C.P.L. & S. Society. Ask Mason if, as mortgagees, they have any other insurance, if not, the policy will be endorsed, "*loss payable to the C.P.L. & S. Co.*," and forwarded to Mason when issued.

153. Write Mason's reply, stating that he has no other insurance on building or property referred to.

154. Write a letter to the Treasurer of the Town of Orillia, Ont., asking for statement of taxes due on lot No. 40, west side of King street, and if said lot is liable to be sold for taxes this year.

155. Write the Treasurer's reply that the taxes are due for the years 1890, 1891, and 1892, amounting to \$10.50, and that said lot is liable to be sold for taxes on Oct. 30, next.

156. Write a letter to the Treasurer of the Town of Owen Sound, asking if lot No. 25, east side of River street, was sold for taxes in 1892. If so, what amount is required to redeem it, and last day for redemption.

157. Write the Treasurer's answer that said lot was sold for taxes in 1892. The amount required to redeem it is \$15.75. May 24th is the last day for redemption.

158. You are going to remove your business into a new store some distance from the one you now occupy. Write "copy" for a circular telling your customers of it.

159. You wish to procure a situation as a grocery clerk. Prepare an advertisement for the *Mail*, setting forth your qualifications and wishes.

160. Write a letter to the *Mail* to accompany the above advertisement, enclosing 50 cents payment for advertisement. State what days you wish it to appear.

161. The merchants of your town have agreed to close their places of business at 7 p.m., five evenings of the week, and at 10 p.m. on Saturdays. Prepare a circular setting forth the facts signed by the interested parties.

162. Owing to injudicious speculation in real estate, you find that you are financially crippled. Upon a fair investigation of your affairs you find it necessary to go into liquidation. Prepare a circular to your creditors asking for their leniency, and stating that you will do the utmost in your power to make the loss as small as possible.

163. Three years after the above liquidation you find yourself in favorable circumstances. You paid 70 cents on the dollar. You now wish to pay 30 cents on the dollar lacking at former settlement, also interest thereon at 8 per cent. for three years. Prepare a circular letter setting forth the foregoing. Thank your creditors for their kindness and leniency towards you.

164. You are an Agricultural Implement agent. Prepare "printer's copy" for a circular to be sent to the farmers in your vicinity, telling what you have for sale. Tell them where your warerooms are, and invite them to call and inspect your machines etc.

165. A large number of your customers are behind in their payments. Write a courteous circular asking them to pay up.

Milton, 11th, April 1893.

Mgr. Molsons Bank,
Hamilton, Ont.

Dear Sir,

Enclosed please find the sum of One Thousand Dollars in Canadian Bank Bills, for which you will please send me a Certificate of Deposit for Five Hundred Dollars and place the remaining Five Hundred to the credit of my open account.

Yours truly,

James Weston, Sr.

166. You have sold a large number of sewing machines and organs on the monthly payment plan. Prepare a notice, respectful but firm, asking those in arrears to make their payments.

167. You are a Real Estate Agent, and have several, (say six or more,) houses to let. Prepare copy of an advertisement describing them.

168. You are a member of a firm doing business in Toronto. Your partners, W. Brown and W. B. Robb, take their own way in the management of the business in opposition to your wishes. Write them, stating in general terms that you feel that it would be better to have a dissolution of partnership. Express high regard for your partners; place greater stress on your declining health as a reason for dissolution than on the partnership disagreements which you will mention. Propose a conference on these matters.

169. Write a joint reply to the foregoing letter by your partners, expressing regret at your proposal. They suggest a rest of a few months, as you have been overworked. Appoint a date and hour for conference on these matters. Express deep regret that you think they are controlling the business without due regard to your opinions.

170. The Chase Bros.' Nursery Co. of Rochester, N. Y., advertise for agents to canvass for their stock. Write a letter, asking for terms and territory in which to canvass.

171. Their reply, sending terms, prospectus, etc., and naming territory, also a reference blank which you are required to fill out with names of three or four good business men of your acquaintance, as references, giving their occupation and address.

172. Your reply stating that everything is satisfactory, and sending reference blank duly filled up,

173. Their reply, sending outfit and instructions, advising you how and where to canvass.

174. Write them a week after, sending your orders, and telling them how you have succeeded. Ask several questions relative to nursery stock.

175. They write you about a month after, ordering you to send your outfit back, as they have received no orders from you for a month.

176. Your reply excusing yourself on account of a sickness and the almost impassable state of the roads, also requesting them to send your commission on the orders you have sent.

177. Their reply, stating that they have received the outfit in good condition, and hope that if you should ever want to canvass again that you will give them a trial. Enclose a Bank draft for \$42.75, your commission for work done.

178. The Department of Indian Affairs advertise for tenders for supplying the Indians on Cape Croker Reserve with seed grain. Write a letter to L. Vancoughnet, Dep. Minister of Indian Affairs, sending your figures for each kind of grain, and also depositing a marked check for 20 per cent. of your total figure as a guarantee of good faith.

179. The Department of Indian Affairs' answer to your letter as per 178, declining your tender and returning certified cheque.

180. Their reply accepting your tender, and telling you when the grain has to be delivered, and enclosing contract in duplicate, a copy of which you are requested to sign and return.

Custom House,

Owen Sound, Ont.

7th Mar., 1893.

The Commissioner of Customs,

Ottawa, Ontario.

Sir,--I have the honor to request leave of absence for ten days. A competent person will be placed in charge of the Port during my absence.

I have the honor to be, Sir,

Your obedient servant,

Isaac Job,

Collector.

CUSTOMS DEPARTMENT,

Ottawa, 8th Mar., 1893.

Collector of Customs,

Port of Owen Sound.

Sir,--Referring to your letter of 7th inst., applying for ten days leave of absence.

I have to authorize you to take the desired leave with the understanding that you will have some competent person in charge of the Port during your absence for whose official acts you will be held, yourself, responsible, and without expense to this Department.

I have the honor to be,

Sir,

Your obedient servant,

Samuel Bentley,

Commissioner.

181. The Cobourg Public School Board advertise for a janitor for the Bay Ward school. Write a letter of application giving your references and qualifications

182. Write a resolution tendering a vote of thanks to a retiring officer in the Young Peoples Society of Christian Endeavor.

183. Write a resolution authorizing the following accounts to be passed and paid by the Town Council :—John Potter, \$10 ; H. M. Stevens, \$5.65 ; J. E. Carson, \$5.50.

184. Write a letter to the Robertson Publishing Company, Toronto, asking for their terms for publication of a book on Letter Writing that you have just written, say, 1000 copies of 200 pages, on good paper, and in three kinds of binding.

185. Write their reply, giving terms for paper, cloth and sheepskin binding, stating quality and weight of paper, and number of copies in the edition, and three prices for the work.

186. Write out the following advertisement. Arrange and underline it in good form for the printer :—

Mutual Fire Insurance Company, of the County of Wellington. Business done on the Cash and Premium Note system. F. W. Stone, President ; Chas. Davidson, Secretary. Head Office, Guelph, Ont.

187. Write out in good form for the printer, the following advertisement :—

The Barber & Ellis Co., Nos. 43, 45, 47, 49, Bay street, Toronto. Account Book and Letter Press Binders. All kinds of Account Books made to order for Merchants, Insurance Companies, Banks, &c. Have in stock a complete line of the standard sizes of blank books, which are splendid value. Magazines of all kinds very carefully bound, and at reasonable rates. Will be glad to quote prices for binding in any style on application. A call is requested, or an inquiry by letter will have prompt attention.

188. Prepare the following advertisement for the printer. Indicate clearly what words you wish *displayed* :—

Smith & Keighley, direct importers of teas, fancy groceries, Mediterranean and West India products. In stock : Fine Filiatra Currants, barrels and halves. Choice Sultanas. Large stock of canned goods. 9 Front Street, East, Toronto.

189. Arrange the following advertisement in attractive style, and underline so as to give a printer an idea how you wish it displayed :—

Furnishing Department. Full assortment of men's neckwear, working and boating shirts, outing and neglige shirts, men's braces and belts, also tennis clothing, waterproof clothing. Samson, Kennedy & Co., 44, 46, and 48 Scott Street, 15, 17, and 19 Colborne Street, Toronto. 25 Old Change, London, Eng.

190. Write out the following and underline so as to make an attractive advertisement—4 inches long—for a newspaper :—

Shaw & Gurney, Merchant Tailors, and Gent's Furnishing Establishment, Wyndham Street, Toronto.



CUSTOMS, CANADA.

ACCOUNTANT'S OFFICE,

Ottawa, 7th March, 1893.

Collector of Customs,

Owen Sound.

Sir,

I beg to remind you that the return of Steamboat Inspection Revenue collected at your port for July last, for the sum of Three Dollars (\$3.00), has not yet reached this Department.

As the Auditor is pressing for such statement, you will be good enough to see that it is forwarded by first mail.

I have the honor to be,

Sir,

Your obedient servant,

William Eddersly,
Accountant.

Dictated.

Punctuation and Capitalization.

Punctuation is the art of dividing any written or printed composition by means of points. It is necessary to divide such compositions into sentences to show the relation of different parts of a sentence to each other. It is an art of comparatively recent origin; an art produced by printing. For example, the quotation marks are not used in the authorized version of the Scriptures, translated A. D. 1611.

Every person should learn to punctuate their compositions and letters so as to place them beyond ambiguity. Some persons look on punctuation points as too small, too insignificant, to deserve any notice. This, however, only shows that they are careless. A few minutes devoted to the study of this subject each day for a few weeks, will enable any one to punctuate their compositions correctly.

Since the introduction of the typewriter, punctuation has become more necessary. Punctuation points are not missed very much when we read a manuscript composition because we are not accustomed to see them there; but when we read the work of a typewriter we miss the points as much as in ordinary print. A few persons punctuate with a dash only, and lawyers very seldom put in a punctuation point of any kind. We suppose the reason is to allow more latitude in the interpretation of the writing. John Quincy Adams once won a suit at law involving \$50,000, the decision of which turned on the position of a comma.

How many persons are represented in the following quotation? "The party consisted of Mr. Smith a clergyman his son a lawyer Mr. Brown a Londoner his wife and a little child.

Which is the correct barber's sign,

What do you think,
I'll shave you for nothing
And give you a drink.

What! do you think
I'll shave you for nothing
And give you a drink?

Which of the following is correct.

Every lady in this land.
Has twenty nails upon each hand.
Five and twenty on hands and feet,
And this is true without deceit.

Every lady in this land
Has twenty nails, upon each hand
Five, and twenty on hands and feet,
And this is true without deceit.

The following was a toast at a public dinner, "Woman, without her, man would be a savage." The local paper the next morning drew down volumes of wrath from the fair sex of the town on the head of the proposer of the toast by producing it in this form, "Woman, without her man, would be a savage." Ludicrous examples of indifferent punctuation might be added *ad infinitum*.

Capitalization is a very easy study. In a few hours a person can master the subject. Yet how many put capitals by the dozen into their letters where there is no need for them. Although there is considerable difference of opinion as to the exact use of punctuation, and scarcely two authors punctuate alike, there is not much variation in the use of capitals.

The following rules, examples and exercises have been reproduced from the author's small work entitled "*Thirty Lessons in Punctuation and Capitalization*." It is to be hoped

that they may prove useful to the student of business letter writing. Special attention has been given to the punctuation of the beginning and ending of letters in former pages of his work where such parts are especially treated.

The following are the principal punctuation points :—

- | | | | | | |
|------------------|---|----------------------|-----|--------------------|-----|
| 1. The Period | . | 4. The Colon | : | 7. The Dash | — |
| 2. The Comma | , | 3. The Exclamation | ! | 8. The Parenthesis | () |
| 3. The Semicolon | ; | 6. The Interrogation | ? | 9. The Brackets | [] |
| | | 10. Quotation Marks | " " | | |

Rule 1—Begin every statement with a capital letter and put a period at the end.

Example.—The steamer arrived yesterday.

Exercises.—(1) Write three statements about Manitoba. (2) Write three statements that deny something. (3) Write three commands.

Rule 2—Put the interrogation mark (?) after every question.

Examples.—(1) How are you this morning? (2) Did the Alberta arrive last night?

Exercises.—(1) Write three questions about your studies. (2) Write three questions about manufacturers. (3) Write three questions about Canadian Government.

Rule 3—Put the exclamation mark (!) after words and sentences expressing strong feeling or emotion.

Examples.—Hush! Hulloo! Hallelujah! Alas! Pshaw! &c.

Exercises.—(1) Write six words expressive of strong feeling. (2) Write two sentences expressive of strong feeling.

Rule 4—Begin with a capital every name and pronoun applied to the Deity.

Example.—"The grace of the Lord Jesus Christ, and the love of God, and the communion of the Holy Ghost be with you all. Amen." 2 Cor., 13, 14.

Exercises.—(1) Write six statements about the Deity, using a different name in each. (2) Write three questions about the Deity.

Rule 5—Capitalize principal words in any statement to give them prominence.

Example.—Three months after date I promise to pay Twenty-Seven Dollars.

Exercises.—Write six sentences, capitalizing the principal words.

Rule 6—Begin every title with a capital letter.

Examples.—Lord Lansdowne, Right Honorable Sir John A. Macdonald.

Exercises.—(1) Write four statements about different public officers. (2) Write a question about Edward Blake, Queen Victoria, Napoleon I., Emperor William, and Prince Bismarck.

Rule 7—Begin with a capital the name of every important event.

Examples.—The North-West Rebellion, The Christian Era, The Magna Charta.

Exercises.—(1) Write the name of three important events in Canadian or American History. (2) Write the name of three important events in English History.

Rule 8—Begin the name of every political party and religious sect and denomination with a capital letter.

Examples.—The Democrats have been three years in power. The Presbyterian, Methodist, Baptist, and Disciple Ministers exchanged pulpits last Sunday.

Exercises.—Write one statement and one question about each of the following : Reformers, Conservatives, Republicans and Prohibitionists. Write four sentences about religious denominations.

Rule 9—Capitalize the Roman numerals ; also inanimate objects spoken of as persons.

Examples.—MDCCLXXXVIII, XLIV, Come, *Gentle Spring* !

Exercises.—(1) Express in Roman Notation the following numbers : 42, 89, 32, 1465, 2764. (2) Write sentences personifying the following :—Love, Hatred, Pride, Virtue, Vice, Spring, Summer.

Rule 10—Capitalize all names of persons and places ; also the names of the days of the week, the months, and the seasons.

Examples.—John Smith, Philadelphia, Owen Sound, Friday, January, Winter.

Exercises.—(1) Write four sentences, using names of persons or places. (2) Write four sentences containing the names of days, months and seasons.

Rule 11—Begin phrases or clauses numbered separately with a capital.

Example.—I ask your patronage because I am prepared (1) To give you the best value ; (2) To arrange low rates of freight ; (3) To allow you extra time for payment.

Exercises.—Give your reasons why (1) You study Letter Writing ; (2) You take Exercise ; (3) You study Book Keeping

Rule 12—Capital letters should be used for the Pronoun I, and the Interjection O ! Begin every line of poetry, and every direct quotation, with a capital.

Examples.—(1) “When, O ! when, may I have your attention to my case?”

(2) “The Ploughman homeward plods his weary way,
And leaves the world to darkness and to me.”

(3) In your letter of the 1st instant you ask : “What has been done to relieve the suffering poor of the city ?” In reply &c.

Exercises.—Write four sentences containing quotations. Write a stanza of poetry and a sentence containing the Pronoun I and the Interjection O.

Rule 13—Capitalize any word you wish to make prominent.

Examples.—Received on account of the within Note the sum of Three Hundred and Forty Dollars.

Exercises.—Write six sentences in which words are capitalized to give them prominence.

Rule 14—When more than two words of the same part of speech do the same duty in a sentence, separate them with commas unless they are connected by conjunctions.

Examples.—(1) John, William, Henry and Thomas went to school. (2) The tall, handsome, accomplished, young lady went to Detroit.

Exercises.—(1) Write three sentences having lists of Nouns used similarly. (2) Write three sentences using other parts of speech similarly.

Rule 15—Set off explanatory phrases and clauses by a comma.

Examples.—(1) John Smith, the carpenter's apprentice, was arrested. (2) The boy, who fell from the street car, was seriously injured.

Exercises.—(1) Write three sentences containing explanatory phrases. (2) Write four sentences containing explanatory clauses.

Rule 16—Set off independent words and phrases with commas.

Examples.—(1) He is, of course, a wealthy merchant. (2) We will meet again, God willing, at seven o'clock.

Exercises.—Write four sentences using the following in their construction : for instance ; no doubt ; perchance ; for example ; therefore.

Rule 17—Place a comma between a word and its repetition. (2) Between the parts of a transposed name.

Examples.—(1) Sweet, Sweet home. (2) Roy, George ; McIntyre, A. L. ; Smith, Henry.

Exercises.—Quote and write out three verses of poetry that contains repetitions of words for sake of emphasis. (2) Copy out twenty names for an alphabetical index in the transposed form.

Rule 18—Put the comma in the place of important words that are omitted.

Examples.—(1) Admission, 50c.; reserved seats, 75c. (2) The poor man sleeps soundly on his pallet of straw ; while the rich, is tossing on downy pillows.

Exercises.—(1) Write two advertisements. (2) Write three sentences similar to the above example.

Rule 19—Separate clauses of the same rank or importance in a paragraph with a semicolon.

Examples.— John drove to town ; William went to school ; Henry went out to John Wilson's ; all returned home that evening.

Exercises.—Write five sentences similar in construction to the example above.

Rule 20—When terms have the same dependence on some other part of the sentence, they should be separated by a semicolon.

Example.—The prisoner was charged with : (1) Vagrancy ; (2) Drunkenness ; (3) Theft.

Exercises.—(1) Compose four sentences similar to the above example. (2) Choose four similar sentences from books or newspapers.

Rule 21—Use the colon when : (1) two or more principal sentences are formed into a compound sentence without the conjunction ; (2) before a direct quotation when notice has been given that the quotation is to come.

Example.—(1) The wind blew a hurricane : the rain fell in torrents : it was a terrible night on the water. (2) Before the close of his speech he said : “When the Hon. Alex-McKenzie was in power you had the weevil in your wheat and you got the Colorado Bugs.”

Exercises.—Write four sentences similar to example (1). Write three sentences containing quotations.

Rule 22—The colon is used after such expressions as the following :

Examples.—Viz : to wit : To whom it may concern : i. e. (meaning that it).

Exercise.—Write ten forms similar in their use to the above examples.

Rule 23—The colon is used to indicate a new stage in an argument, usually after a word similar to the following : to resume : to sum up : to proceed : again : further :

Examples.—Let me hear the conclusion of the whole matter : To fear God and keep His commandments is the whole duty of man.

Exercises.—Write or quote six examples making a new stage in an argument. Select six examples of this use of the colon from the arguments in the first book of Euclid.

Rule 24—The colon is useful : (1) in bringing into closer connection, hours, minutes and seconds ; (2) in expressing chapters and verses without using the Roman notation.

Examples.—(1) 2 : 30 P. M. The race was run 1 : 10 : 13 ; (2) The vessel was sighted at 22 : 30 : 36 E., 43 : 12 : 30 N. ; (3) Gal. 2 : 10 ; Rom. 3 : 14 ; Acts 2 : 13—16.

Exercises.—Write fifteen examples on the above rule.

Rule 25—The period besides terminating sentences : (1) is placed after abbreviated words ; (2) stands as a decimal point mathematically.

Examples.—(1) Dec., Mr. W. J. Brown, H. M. Parsons, M. A., M. D., L. L. D. (2) 32.6432.



CUSTOMS, CANADA.

Ottawa, 7th March, 1893.

Collector of Customs,

Port of Owen Sound.

Sir,

I have the honor to acknowledge receipt of your letter of 3rd inst., asking for increase in salary, and regret to inform you that the Minister of Customs is at present absent and will not be back in Ottawa for some weeks, but on his return I will have your letter laid before him.

I have the honor to be,

Sir,

Your obedient servant,

Samuel Bentley,

Commissioner.

Exercise.—Write the abbreviations for the months and days. Write all the scholastic titles you can think of in their abbreviated form.

Rule 26—The dash(—)marks the omission of : (1) letters from a word ; (2) consecutive numbers.

Example—Mr. R——t B——n was present and read Matt. X, 4—24, and Acts XVII, 22—38.

Exercises.—Write six examples illustrating the use of the dash under the above rule.

Rule 27—The Dash (—) denotes : (1) hesitancy in speaking : (2) an abrupt change of thought : (3) is placed after the complimentary address of a letter.

Examples.—(1) Mr. President : I—I—a—I rise to a point of order. (2) “Bassanio was in love with Portia—and who is not—because of her purity of soul”—*Merchant of Venice*. (3) Dear Sir,—Madam,—.

Exercises.—Write three examples under each section of the rule.

Rule 28—The Hyphen is used (1) between the parts of compound words. (2) to separate words into syllables. [*Note* : when a word is broken at the end of a line the hyphen is placed at the *end* of the line not at the beginning of a new line.]

Example.—(1) Stick-to-a-tive-ness, Co-operation. (2) Pre-pay-ment, en-thu-si-as-tic.

Exercises. (1) Write ten compound words. (2) Syllabify Exhibit, adjustable, illustrated, committee, presentation, brevity, irregular.

Rule 29—The Apostrophe marks : (1) the possessive case ; (2) the elision of one or more letters in a contracted word.

Examples.—(1) John's coat. Charlie's hat. Joe's ox. (2) I'll go, if I *can't* get your permission to remain.

Exercises.—Write the possessive forms of James, Merchant, and Mary. Write ten contracted words.

Rule 30—Words quoted from a writer or speaker should be enclosed in quotation marks [“ ”] Those placed before the quotation are commas inverted, those after, are apostrophes.

Examples—“Distance lends enchantment to the view.” Then Agrippa said unto Paul : “Almost thou persuadest me to be a Christian.” *Acts 26 28.*


[*Note.* The quotations are of a recent origin. They are not in the authorized version of the Scriptures]

Exercises.—Write ten sentences containing quotations.

Rule 31—When an expression is thrown into a sentence by way of explanation, which is not necessary to the reading, inclose it with parentheses ().

Examples.—My opinion, gentlemen, (I am honest about it,) is, that an Education is a means and not an end.

Exercises.—Write three sentences, introducing independent matter into each within parentheses.

Rule 32—The Brace  is used to display words or names connected with one word.

Example.

J. WILSON, }
T. BROWN, } Committee.
ROBT PYE, }

Example.

Certified correct.
JOHN SMITH, }
TIMOTHY JONES, } Auditors.

Note: Marks of reference : asterisk, * ; dagger, † ; double dagger, ‡ ; section, § ; parallel, || ; paragraph, ¶ ; are used in the above order to connect foot notes of explanation with the next in the page.

Choice of Words.

The elegance as well as the force and exactness of expression depends on a discrimination in reference to the meaning of words. There would likely be an example of poor taste were the “commercial editor” despatched to report on a fashionable wedding, or the “horse editor” to give a three-column account of a dress carnival, or a religious meeting. Not only is it necessary to choose expressive words in any composition, but to choose appropriate words.

The majority of the following are extracts from a very handy manual, entitled “Discriminate,” by an unknown author taking the *nom de plume* of “Critic.” A careful study of these will help to remove redundancy in expression and correct many common blunders.

DISCRIMINATE in the use of A and AN. *A* should be used before words beginning with an aspirated *h*, when the accent falls on the second syllable, and not *an*.

Discriminate between ABILITY and CAPACITY. *Capacity* is the power of receiving and retaining knowledge with ease. *Ability* is the power of applying knowledge to practical purposes. *Capacity* implies power to *conceive*, *ability* the power to execute designs. *Capacity* is shown in quickness of apprehension; *ability* is something actually done.

Discriminate between ABOVE and FOREGOING. Don’t say, “The above statement”; say “The foregoing statement.”

Discriminate between ABOVE and MORE THAN. Don’t say “*Above* a mile distant”; say, “*more than* a mile distant.”

Discriminate between ABOVE and BEYOND. Don’t say “*Above* his strength”; say, “*Beyond* his strength.” Above refers to height rather than to distance.

Discriminate between ACCORD and GIVEN. Don’t say, “The information was *accorded* him”; say, “The information was *given* him.”

Discriminate between ADMINISTERED and DEALT. Don’t say, “Blows were *administered* by the pugilist”; say, “*were dealt*.”

Discriminate between ADOPT and TAKE. Don't say, "What course will you *adopt*?" say, "What course will you *take*?"

Discriminate between ADOPT and DECIDE UPON. Don't say, "The measures *adopted* by Congress did not give satisfaction"; say, "The measures *decided upon*." *Adopt* is properly used in such cases as the following: "The resolution (or report or plan or measure) proposed or recommended by Mr. Brown was *adopted* by the committee." "The report of the committee was *adopted* by the House." That is, what was Mr. Brown's resolution etc., was *adopted* by the committee, and what was the committee's was *adopted* (made its own) by the House.

Discriminate between AGGRAVATE and IRRITATE, PROVOKE or ANGER. Don't say, "It *aggravates* me to be thus talked about"; say, "It *provokes* me." Don't say, "How easily he is *aggravated*!" say, "*irritated*." Circumstances *aggravate*; the word meaning to heighten, to make worse.

Discriminate in the use of ALIKE; do not use this word with the word BOTH "William and Henry are *both alike*. Leave out the word *both*."

Discriminate between ALL OVER and OVER ALL. Instead of saying, "The rumor flew *all over* the country," say, "*over all* the country."

Discriminate between ALLOW and ASSERT, or to be of the OPINION OF. Instead of saying, "He *allows* it to be the best speech delivered," say, "*asserts*," or, "He is of the *opinion* it is the best."

Discriminate between ALLUDE and SPEAK OF, MENTION, OR NAME. To *allude* to a matter is to refer to it in a delicate manner, or indirectly. Instead of saying, "He *alluded* to the address in a sarcastic manner," say, "*spoke of*," or "*referred*." Instead of saying, "He *alluded* to the honorable gentleman," say, "*mentioned*," or "*named*" him.

Discriminate between ALONE and ONLY. *Alone* relates to that which is unaccompanied; as, "Wealth *alone*" (that is unaccompanied with something else) "can not make a man happy." *Only* implies there is no other; as, "Man *only* of the animal creation can adore," not "*alone*."

Discriminate in the use of AND and TO. Instead of saying "Go *and* see them before you leave"; "Try *and* help him obtain a place"; "Come *and* meet our friends at my house," say, "Go *to*," "Try *to*," "Come *to*."

Discriminate between AMELIORATE and IMPROVE. Don't say, "His health was *ameliorated*," say, "*improved*."

Discriminate between AND and OR. Instead of saying "It is plain that a nation like English *and* French." There is no English *and* French nation.

Discriminate between ANSWER and REPLY. An *answer* is given to a question; a *reply* is made to a statement or an assertion. We *answer* inquiries, we *reply* to charges or accusations. "Are you there?" He *answered*, "Yes." "I charge you with ingratitude." He *replied*, "Your charge is false."

Discriminate between ANTICIPATE and EXPECT. Instead of saying, "The arrival of the vessel was hourly *anticipated*," say, "*expected*." To *anticipate* means, to take beforehand; to get ahead of; to get the start of; to foretaste.

Discriminate between ANY and AT ALL. We may say, "He is not *any* worse." We could not say, "He did not hear *any*." It should be, "*at all*."

Discriminate between APPRECIATE and VALUE or PRIZE. Instead of saying, "I *appreciate* highly his services," say, "*value*" or "*prize*." *Appreciate* means, to put a true value on persons or things—their worth, merit, ability, and the like; to estimate justly.

Discriminate between APPRECIATE and RISE or INCREASE IN VALUE. It is improper to say, "The land greatly *appreciated* in value." Use *increase* or *rose*.

Discriminate between APPREHEND and COMPREHEND. To *apprehend* is to take an idea into the mind, to have a partial conception of its meaning. To *comprehend* means to understand fully.

Discriminate in the use of ANYBODY ELSE, SOMEBODY ELSE, NOBODY ELSE. Although it may be strictly grammatical to call each of these phrases a compound noun, and put *else* in the possessive case, and say, "*Somebody else's book*," yet it is more euphonious to consider *else* as an adjective, and add the apostrophe and *s* to the word which *else* qualifies, and say, "*somebody's else book*," and in like manner, *nobody's else*, *anybody's else*.

Discriminate between APT and LIKELY or LIABLE. Don't say, "Where shall I be *apt* to see him?" "What is he *apt* to be about?" "If you will leave a message it will be *apt* to reach me." "If you meet him you will be *apt* to have difficulty." Use *likely* or *liable*.

Discriminate between AS and THAT. Don't say, "Not *as* I know of," say, "Not *that* I know of."

Discriminate between AS and SO. Don't say, "This is not *as* good *as* that," say, "This is not *so* good." "It was good *so far as* it went," say, *as far as*."

Discriminate between AT and BY. Don't say, "The goods were sold *at* auction," say, "*by* auction." "Niagara is still more wonderful seen *at* night," say, "*by* night."

Discriminate between AUGHT which means *anything* and OUGHT that is suggestive of a duty.

Discriminate in the use of AWFUL. Do not use it indiscriminately to common objects; only apply to it what will produce a feeling of *awe*. Do not use such expressions as, "It is an awful nice day."

Discriminate in the use of BAD. Don't say, "I have a *bad* cold," say, "a *severe* cold." As colds are never *good*, we should not say they are *bad*. We can have *slight* colds, or *severe* colds, but not *bad* colds.

Discriminate between BAD and BADLY. Don't make the mistake, so frequently made, of saying, "I feel very *badly*." Use "*bad*." *Badly* is an adverb, and should not be employed. We might as well say, "I feel *happily*," instead of "*happy*."

Discriminate between BADLY and GREATLY. Don't say, "I wish to see my friend very *badly*." Use, "*greatly*." The words strictly imply that you wish to see your friend in a bad state of health.

Discriminate between BALANCE and REMAINDER or REST. Don't say, "The *balance* of the library remained unsold," "He spent the *balance* of the evening at home"; "The *balance* of the money he left in their keeping"; "We will have the *balance* of the toasts." Use *rest* or *remainder*. *Balance* denotes the excess of one thing over another.

Discriminate between *BEG* and *BEG LEAVE*. Don't say, "We *beg* to acknowledge your kindness"; say, "*Beg leave*." The first is as improper as to say, "We *Beg* to inform you of his arrival," instead of *beg leave*.

Discriminate in the use of *BETWEEN* and *AMONG*. *Between* is used when two things, parties, or persons are mentioned; *among*, in referring to more than two. "There was a perfect understanding *between* the two sisters"; "There was great difficulty *among* the soldiers in electing a captain."

Discriminate between *CHARACTER* and *REPUTATION*. These words are generally used as synonyms. Webster so employs them. They ought, however, to be carefully discriminated. *Character* denotes the traits which are peculiar to any person or thing. *Reputation* is really the result of *character*. *Character* is what one essentially *is*. *Reputation* is the estimation in which one is held. *Character* is what a person really *is* in mind and heart; *reputation* is what people think of him. A man may have a good *character* and a bad *reputation*, or a bad *character* and a good *reputation*. One leaves behind him a *reputation*, and not a *character*.

Discriminate in the use of the word *CITIZEN*. Don't follow the example of some of the newspapers, and say, "Several *citizens* were lost in the catastrophe." Use *persons*.

Discriminate in the use of the *COMPARATIVE* and the *SUPERLATIVE DEGREE*. When only *two* objects are compared, the *comparative degree*, and not the *superlative*, should be employed. Thus, "John is the *older* of the two"; "Lucy is the *wiser* of the two" "Jones is the *richer* of the two." "Which is the more preferable, wisdom or riches?" When *more* than *two* are compared, the *superlative* should be employed. Thus, "Smith is the *wealthiest* man in the town." "Which is the *most* desirable profession, medicine, law, or engineering?"

Discriminate in the use of *COMPLETED* and *FINISHED*. That is *complete* which is lacking in no particular; that is *finished* which has had all done to it that was intended. A poem may be *finished*, but not *completed*.

Discriminate in the use of the word *CONSIDER*. The synonyms of this term are put down in the dictionaries as *think*, *suppose*, *regard*, *view*. *Consider* properly refers to a question which has been brought before the mind for attention, more or less serious. A man of *consideration* is one who carefully deliberates, or sits in judgment upon a subject. Don't say, therefore, "I *consider* him a philosopher." Use *think*, *deem*, or *regard*.

Discriminate in the use of the word *CONSUMMATE*. It is improper in more than one particular to say, "The marriage was *consummated* in the church last Monday." The marriage ceremony was *performed* at the time and place. The *consummation* of a marriage is necessary to its completeness. But as Richard Grant White says, "*Consummation* is not usually talked about openly in general society."

Discriminate in the use of the word *COUPLE*. Don't say "A *couple* of boys fell down while skating"; "A *couple* of prizes were offered." Use the word *two*. Only those are *coupled* who are bound together by some special tie or intimate relationship as husband and wife.

Discriminate between CUSTOM and HABIT. *Custom* refers to the *usages* of society, or to things which are done by a great number of men. *Habit* relates to things done by the individual. *Custom* is therefore an external act, *habit* an internal principal. We may say *customs* are national, *habits* individual. *Habits* may easily spring from *customs*.

Discriminate in the use of CURIOUS. Don't use *curious* in the sense of *strange* or *remarkable*. Hence don't say, "A *curious* action"; "A *curious* incident"; use *strange* or *remarkable*.

Discriminate in the use of DEFALCATION. Don't use it in the sense of *default*, or *defaulting*. To *defalcate* means to lop off. Congress might *defalcate* certain duties on goods, but the *defalcation* would not be a *default*. A defaulter is one who fails in his duty, especially in relation to financial affairs.

Discriminate in the use of DESPITE. Don't say, "In *despite* of all our efforts to prevent it, he departed"; omit *in* and *of*, and say "*Despite* all our efforts," etc.

Discriminate in the use of DIRECTLY. Don't say, *Directly* he went to the hall, he began to lecture"; use *as soon as*.

Discriminate in the use of DISREMEMBER. It is an Americanism and an Hibernianism to say I *disremember* the time of his coming"; use the better word *forget*.

Discriminate in the use of DISTINGUISH and DISCRIMINATE. We *distinguish* one thing from another; we *discriminate* between two or more things. Hence, don't say, "He *distinguished between* the articles"; use *discriminated*.

Discriminate between DOCK and WHARF. The shipping around a city lies at *wharves* and *piers*, not at *docks*. A *dock* is a place *into* which things are received. Don't say, "He fell off the *dock* into the water"; use *wharf*, *pier*, or *quay*. You might as well say, "He fell off a *hole*."

Discriminate in the use of DONE. Don't say he *done* it"; use *did*.

Discriminate in the use of DON'T. Don't say, "John *don't* go as I ordered him"; use *doesn't*. Don't is used with the *second* person and *doesn't* with the *third* person.

Discriminate in the use of EACH OTHER which refers to *one of two* objects. When you refer to more than two use *one another*.

Discriminate in the use of the forms of EAT. It is an obsolescent way of speaking to say I *eat* (as though pronounced *et*) the apple." Use *ate*.

Discriminate in the use of EACH, EVERY and NO. When one of these words qualifies a Noun that is a subject of a sentence the verb following it must be in the singular number.

Discriminate in the use of EITHER and NEITHER. *Either* properly means the *one* or the *other* of two. "Give me *either* book," means, "Give me the one or the other of two books." *Either* is often used for *each*. "He has an estate on *either* side of the stream," means that he has two estates one on *each* (or *either*) side of the stream. *Either* and *Neither* are now used in relation to more than two things by good writers, although *any* and *none* are preferable; as, "Any of the four," not "*Either* of the four." "*None* of the five," not "*Neither* of the five."

Discriminate in the use of EXPECT. Don't say, "I *expect* you had a rough passage." Use *suppose*. We cannot *expect* backwards.

Discriminate in the use of EXPERIENCE. Don't say, "They *experienced* rough treatment, or usage." Use *suffered*.

Discriminate in the use of EXTEND. Don't say, "He *extended* great courtesy to me"; say, "He *showed* me great courtesy."

Discriminate in the use of FLEE and FLY. Don't say, "They *flew* from the pestilence," "They *flew* from the enemy." Use *fled*. *Flew* is the imperfect tense of *fly*, and is especially used to denote the movement of birds on the wing, of arrows, rockets, etc. The imperfect tense of *flee* is *fled*.

Discriminate in the use of GOT. Don't say, "I have *got* a house, a book, lands," etc. Omit *got*. To indicate mere possession *have* is sufficient. Don't say, "The man was afraid of *getting* left," Use *being*.

Discriminate in the use of GROW. *Grow* means to increase, or to pass from one state of condition to another; as to *grow* light, to *grow* dark, to *grow* weary. But what is large can not properly be said to *grow* smaller. Use *become* instead.

Discriminate between HAD RATHER and WOULD RATHER. Don't say, "I *had rather* not do it"; say, "I *would rather* not do it."

Discriminate between the use of HEALTHY and WHOLESOME. Don't say, "Apples are *healthy*," "The beet is a *healthy* vegetable." Use *wholesome*.

Discriminate in the use of HOW and THAT. Don't say, "I have heard *how* that people are very sea-sick in crossing the English Channel." Omit *how*.

Discriminate between HURRY and HASTE. *Hurry* denotes not only *haste*, but *haste* with *confusion*, *flutter*, *flurry*, etc. People of sense may be in *haste*, but not in a *hurry*.

Discriminate between LAY and LIE. *Lay* is an active-transitive verb, like *love* and *load*. It takes an objective case directly after it. *Lie* is an intransitive verb, and takes no objective case after it, unless followed by a preposition. Don't say, "He *laid* down to rest," "He is gone to *lay* down"; say "*lay* down" and *lie* down." Don't say, "He *lays* ill of the fever," "The steamboat *lays* at the wharf"; say, "*lies* ill," "*lies* at."

Discriminate between LEARN and TEACH. Formerly *learn* was used in the sense of *teach*. It is not so used now. Don't say, "I will *learn* the child his letters" Use *teach*. *Learn* means to receive instruction, *teach* to give instruction

Discriminate between LEAVE and LET. Don't say, "*Leave* her be." Use *let*.

Discriminate between LENGTHY and LONG. *Lengthy* is used quite commonly in England, as well as in America, in place of *long*. It is preferable, however, to say "a *long* sermon," "a *long* speech," "a *long* discussion," instead of *lengthy*.

Discriminate between LESS and FEWER. Don't say, "There was not *less* than forty persons in the room." Use *fewer*. *Less* relates to quantity, *fewer* to number.

Discriminate in the use of LIKE and AS. Don't say, "Do *like* I do"; "You must read *like* James does." Use *as*. *Like* is followed by an object only, and does not take a verb in the same construction. *As* is followed by a verb expressed or understood.

Discriminate between LOAN and LEND. Don't say, "*Loan* me your Virgil." Use *lend*.

Discriminate between LOVE and LIKE. *Love* expresses far more than *like*, and implies *dévotion, absorption, self-sacrifice*. Hence, don't say, "I *love* beefsteak." Use *like*.

Discriminate between LUXURIOUS and LUXURIANT. *Luxurious* now means, *indulging or delighting in luxury*; as, *luxurious* retirement: *luxurious* ease; a *luxurious* table. *Luxuriant* is confined to excessive growth or production; as, *luxuriant* branches; *luxuriant* fruits.

Discriminate in the use of MARRY. Richard Grant White says the proper form, in announcing a marriage, is to say, "*Married*, Mary Jones to John Smith." To *marry* is to give or be given to a husband. The woman is given to the man.

Discriminate between MAY and CAN. *May* expresses permission, but *can* is suggestive of power.

Discriminate between MISTAKE and MISTAKEN. Don't say, "If I am not *mistaken*, you are taking the wrong road." Say, "If I *mistake* not." Don't say, "I repeat that you are *mistaken* in your opinion." Say, "You *mistake*," etc.

Discriminate between MOST and ALMOST. Don't say, "He goes there *most* every day." Use *almost*.

Discriminate in the use of MUTUAL. Don't say, "They had a *mutual* friend," say, "a *common* friend." *Mutual* properly relates to *two* persons, and implies something reciprocally given and received; as, *mutual* love; *mutual* friendship,

Discriminate in the use of NEITHER and NOR. Don't say, "He would *neither* give house, *nor* land, *nor* money." Say, "He would give *neither* house," etc. The conjunction must be placed *before* the excluded object. Don't say, "He can *neither* help his infirmity *nor* his weakness." Say, "He can help *neither* his infirmity," etc.

Discriminate in the use of NEW. Don't say, "He had a *new* suit of clothes and a *new* pair of mittens." Say, "A suit of *new* clothes, a pair of *new* mittens."

Discriminate in the use of NICE. Don't say, "It was a *nice* performance"; He was a *nice* speaker"; "The streets were *nice*." Use some better adjective. Restrict *nice* to such uses as a *nice* distinction, a *nice* point, a *nice* discrimination, a *nice* person, and the like.

Discriminate in the use of NOT. When *not* stands in the first member of a sentence, it must be followed by *nor* or *neither*. "*Not* for money *nor* for influence will he yield": "He will *not* go, *neither* shall you." It would be an imperfect negation to say, "Henry and Charles were *not* present." The sentence means they were not present in *company*. It would not exclude the presence of one of them. It should be written, "*Neither* Charles *nor* Henry was present."

Discriminate in the use of the preposition OF after the adverb OFF. Don't say, "Six yards of silk were cut *off of* that piece"; "The apples dropped *off of* that tree." Omit the *of*.

Discriminate between OF and ON. Don't say, "Think *on* the one who gave you this"; "Dost thou think *on* the times we spent together?" Use *of*.

Discriminate in the use of OLDER and ELDER. To or three examples will illustrate their use. "The *elder* son is the most gifted in the family; he is *older* than his brother by five years"; He is the *older* soldier of the two, and the *oldest* in the regiment." He is the *elder* of the two poets, and the eldest poet in the realm."

Discriminate in the use of ON. Don't say, "He got *on to* a chair, a horse, a verandah," etc. Omit *to*.

Discriminate between BOUND and DETERMINE. "He is *bound* to have it," should be, "He is *determined* to have it."

Discriminate between BRAVERY and COURAGE. *Bravery* is *inborn, instinctive, and constitutional*. *Courage* is of the *reason*, or of *determination and calculation*. There is no more merit in being *brave* than in being *beautiful*. *Courage*, whether physical, mental or moral, is truly commendable. "The act of Sir Thomas Fowell Buxton in seizing and holding a mad dog, until the village blacksmith riveted a chain around the brute's neck, was an act of *courage*."

Discriminate in the use of BUT. "They do not doubt *but that* he will succeed"; Omit *but*.

Discriminate between BRING, FETCH, and CARRY. *Bring* means simply to convey to, or toward; *fetch* means to *go and bring*—a compound act; *carry* often implies motion *from*, and is generally followed by *away* or *off*. "*Bring* me the book"; "*Fetch* or *go bring* the book from the library"; "*Carry* this parcel to the house," would be correct expressions.

Discriminate in the use of CAPTION and HEADING. It is a perversion of the word *caption* to use it in the sense of *heading*, although this is frequently done in the United States. *Caption* means *seizure* or act of *taking*, and not *headship*. Don't say, "The *caption* of a chapter, section, or page"; use *heading*.

Discriminate in the use of ONLY. Don't say, "They *only* sent four men to repair the track"; say, "They sent *only*," etc. "Articles of genuine merit will *only* appear in the paper"; say, "genuine merit *only*." "They will not come, *only* when they are called." Use *except* or *unless*.

Discriminate in the use of OUGHT and SHOULD. *Ought* implies that we are morally bound to do something. *Should* is not quite so strong a term. We *ought* to be honest; we *should* be tender towards children.

Discriminate between PERPETUALLY and CONTINUALLY. Don't say, "He is *perpetually* talking about himself." Use *continually*. *Perpetual* means never ceasing; *continually*, that which is constantly renewed, with, perhaps, frequent stops and interruptions.

Discriminate in the use of the forms of PLEAD. Don't say, "He *plead* (pled) guilty," "The lawyer should have *plead* (pled) more earnestly"; say, *pleaded*.

Discriminate between PLENTIFUL and BOUNTIFUL. Don't say, "A *bountiful* breakfast, a *bountiful* repast," and the like. Use the term *plentiful*. *Bountiful* applies to persons not things. Thus, a *bountiful* giver, a *bountiful* benefactor.

Discriminate between PLENTIFUL and PLENTY. Don't say, "Money is *plenty*"; say, *plentiful*. *Plenty* in such cases is condemned by the best critics.

Discriminate between POSTED and INFORMED. Don't say, "He *posted* me up in the matter." "I ought to have been better *posted*"; say, "*informed* me as to the matter," "have been better *informed*."

Discriminate between PROMISE and ASSURE. Don't say, "I *promise* you we had a good time." Use *assure*.

Discriminate between QUANTITY and NUMBER. Don't say, "What *quantity* of melons have you?" Use *number*. Don't say, "What *number* of apples have you?" Say, "What *quantity*." *Quantity* refers to that which is *weighed* or *measured*; *number* to that which is *counted*.

Discriminate in the use of QUITE. Don't say, "He had *quite* a fortune left him," "*Quite* a number were present"; say, "a *considerable* fortune," "a *considerable* number." Don't say, "He is *quite* a gentleman"; say, "*quite* gentlemanly." *Quite* may qualify an *adjective* but not a *noun*.

Discriminate in the use of REAL. It is an Americanism to say, "It is *real* nice, *real* beautiful," "*real* good," etc. Use *very*.

Discriminate between REACH, CATCH, GET TO, OVERTAKE. A man may run very fast to *overtake* the cars; when he has *caught* up to them, he does not *catch* them, as a man endeavours to *reach* or *get to* a horse in the pasture, in order to *catch* him. He may *catch* a person in the cars, or he may *catch* some contagious disease in the cars, but he does not *catch* the cars.

Discriminate between REMEMBER and RECOLLECT. One must not be confounded with the other. We try to *recollect* a thing or an event, when we do not *remember* it. The act of *re-collecting*—*recollecting*—the facts precedes the act of *remembering*.

Discriminate in the use of RIDE and DRIVE. Although *ride* means, according to nearly all the English and American dictionaries, "an excursion on horseback, or in a carriage," fashion says we must use *drive* instead. Hence to be fashionable, don't say, "I am going for a *ride*," use *drive*.

Discriminate in the use of RIGHT. Don't say, "You had a *right* to speak"; say, you *ought*. "They had no *right* to pay the excessive charges"; say, "They were *under no obligation*," or "*were not in* duty bound," etc. Don't say, "*Right here*," and "*right there*," say, "*just here*," and "*just there*."

Discriminate in the use of SAW. When the period of time referred to by a speaker or writer extends to the time of making a statement, the perfect participle, *have seen*, must be used instead of *saw*. Hence, don't say, "I never *saw* such a beautiful sunset before," use *have seen*. It is correct to say, "I never *saw* such a beautiful sunset, *when I was* in *London*."

Discriminate between SET and SIT. To *set* means to put, to place, to plant, to fix. To *sit* means to rest on the haunches, to remain in a state of repose, to perch, as a bird, etc. We *set* apart, *set* aside, *set* about, and *set* down (some articles), or (in writing). We *sit* on a chair, or a *horse*. We *sit* up and *sit* down. We *set* a hen, and a hen *sits* on eggs. We should say, therefore, "As cross as a *sitting* (not *setting* hen.)"

Discriminate in the use of the auxiliary verbs SHALL and WILL. The English language has no inflexion to express futurity, but uses chiefly the auxiliary verbs *shall* and *will* for that purpose. Many persons use these verbs indiscriminately, but according to the best usage there is a very nice distinction in the use of these two auxiliaries. In order to explain the difference it may be appropriate to give the derivation. *Shall* originally meant to owe, to be under obligation, While *will* meant to wish, to resolve, to be determined, so that *I shall do that* would mean I am obliged, constrained to do that, and *I will do that* would mean I intend, wish, am resolved to do that. Thus when I say *I shall go* the meaning would be, I am constrained to go, (and I am supposed to do what I have to do); but when I say *You shall go*, or *He shall go*, there is some determination on my part to make him go. It is the same as saying *You are obliged to go*. Again, *I will go* would mean I wish to go, I am determined to go, and implies determination on my part. *You will go*, or *He will go*, implies no determination on the part of the speaker, but leaves it to the will of the person addressed or spoken of. Thus *shall*, if used in the first person, denotes futurity; if used in the second and third person it denotes determination on the part of the speaker, and *will*, if used in the first person denotes determination on the speaker's part, while in the second and third persons it denotes futurity. If, therefore, we wish to express futurity, we conjugate :

I shall love	We shall love
Thou wilt love	You will love
He will love	They will love

On the other hand, if the speaker wishes to express determination he would conjugate

I will work	We will work
Thou shalt work	You shall work
He shall work	They shall work

Some person has ingeniously put the rules for *shall* and *will* into rhyme as follows :

"In the first person simply "shall" foretells,
In "will", a threat or else a promise dwells,
"Shall" in the second and third does threat,
"Will" simply then fortells the future feat."

In interrogative sentences in the second and third persons use the auxiliary that you expect to be used in the answer, e. g.: *Shall you do this?* if we expect for answer, *I shall* or *I shall not*. *Will you do it?* *I will*. In the first person always use *shall*, since your will does not depend on others, e. g.: *Shall I take it?* *You shall* (or will) take it.

Discriminate in the use of SHOULD and WOULD. In conditional sentences *should* may be used with all persons as it expresses possibility independent of the subject. Usually the same distinction is made between *should* and *would* as between *shall* and *will*, but *should* is used when the possibility rests with the person referred to; *would* is used in the opposite case.

Discriminate in the use of SOME, SOMEWHAT, and ABOUT. Don't say, "He has improved *some* since you saw him." Use *somewhat*. Don't say, "You will find the place *some* ten miles distant." Use *about*.

Discriminate in the use of such adjectives and phrases as SPLENDID, AWFUL, PERFECTLY SPLENDID, PERFECTLY AWFUL. Don't use these words when trivial things or events are spoken of. "She is too *perfectly splendid* for anything"; "Her dress was *perfectly awful*." Use more moderate and expressive terms.

Discriminate between STOP and STAY. Don't say, "Where are you *stopping*?" Use *staying*. To *stop* means to cease going forward. To *stay* means to abide; to dwell; to sojourn; to tarry. We stay at a friend's, at home.

Discriminate between SUMMON and SUMMONS. *Summon* is a verb, meaning to call for; *Summons* is a noun, meaning a legal instrument commanding a person to appear at court.

Discriminate between TAKE and HAVE. High authority claims that we must not say, "Take dinner, tea, coffee, salad, beef," etc. but must use "*have* some dinner, tea," etc.

Discriminate in the use of THAN and AS. *Than* and *as*, implying comparison, take the same case after as before them. "I rode farther *than* he (rode)"; not *him*. "He is richer *than* she"; not *her*. "You are stronger *than* I"; not *me*. The nominative case does not always follow *than* or *as*. "I esteem you more *than him*"; that is to say, "I esteem you more *than I esteem him*"; "I will carry you farther *than him*." It thus depends upon the meaning one intends to convey, whether *he* or *him* shall be used.

Discriminate in the use of the article THE. Always place it before such adjectives as REVEREND, HONORABLE; as "*The* Rev. Cannon Farrar," "*The* Honorable Charles Sumner."

Discriminate in the use of THINK. Don't say, "It cost me more than you *think* for," omit for.

Discriminate in the use of THOSE. Don't say, "*Those* kind of cattle are the best," "*Those* kind of people are not to be trusted," "*Those* kind of lemons are to be preferred." Say, "*That* kind of cattle is the best," "*That* kind of people is not to be trusted," "*That* kind of lemons is to be preferred."

Discriminate between THEM and THOSE. *Them* is a pronoun. "Four of *them* were brown," *those* is an adjective. Don't say, "Pass *them* apples," say *those*.

Discriminate between WAS and IS. What is true at all times should be expressed by *is*, or a verb in the present tense. "He came to the conclusion that there *was* no immortality," The greatest of Bryant's poems was "Thanatopsis." In both cases, use *is*.

Discriminate in the use of WHENCE, HENCE, and THENCE. Don't say, "From *whence* do you come?" "He went from *hence*"; "He came from *thence*." Say, "*whence*," "*hence*," "*thence*." *From* is superfluous.

Discriminate in the use of WITH. People die *of* fevers not *with* them.

Discriminate in the use of WITHOUT and UNLESS. Don't say, "I shall not depart *without* my parent's consent," "You will never perform that example *without* you study." Say, "*without* the consent of my parents, or *unless* my parents consent," "*unless* you study."

Discriminate in the use of WITNESS and SEE. Don't say, "This is the most awful sea I ever *witnessed*." Use *saw*. *Witness* properly means testimony from personal knowledge. A man *witnesses* a murder, a theft, and the like.

Discriminate in the use of WHO, WHICH, WHAT, and THAT. *Who* applies to persons, *which* to persons and things, and *what* to things when used as Interrogative Pronouns. When used as Relative Pronouns, *who* applies to persons, *which* and *what* to things, and *that* to persons and things.



OFFICE OF
JOHN H. ESPLEN,
FRUIT GROWER, &C.

Tara, April 12th, 1893.

Messrs. Price & Davis.
Commission Merchants,
Toronto, Ont.

Gentlemen,--I have 500 barrels of good winter apples, mostly Baldwins and Northern Spies, which I would like to dispose of to the very best advantage, as soon as possible.

Please write me by return of mail your terms, facilities for handling fruit, and market prospects for the sale of apples in Toronto.

Yours respectfully,
John H. Esplen.

Exercises for Correction.

There is perhaps no method so effectual in the correction of common grammatical blunders, as calling particular attention to each one separately. The following is a collection of common errors that are readily noticed. There has been no attempt to introduce any difficult or debatable exercise, only such as may be easily understood and corrected by any person who is not very familiar with the rules of grammar.

CAPITALS.

1. We are going to Owen Sound.
2. my mother Is sick.
3. I heard that donald was sick.
4. The Owen Sound Times is a Newspaper edited by james rutherford.
5. have you Ever read a History of the french revolution?
6. You should learn to speak the english language correctly.
7. The canadian pacific railway.
8. My brother was killed during the north-west rebellion.
9. packard's commercial arithmetic.
10. the monthly business meetings of the n. b. c. literary society are held on the last wednesday of every month.
11. are you going home for christmas?
12. in the merry month of may.
13. over the banister lay a face,
tender, sweet and beguiling,
while below her with tender grace
he watched the picture smiling.
14. A lecture will be given in the y. m. c. a. hall to-night at 8 p. m. by the rev. mr. j. w. roan, b. a., ph. d.
15. john m. kilbourn went with the rev. john somerville for a trip to europe in july.

WRONG PLURAL AND POSSESSIVE FORMS.

1. I have two spoonsful every day.
2. My daughter-in-laws are coming for a visit.
3. Which of these pianos is the best.
4. There was many ladies present.
5. Potatoes are wholesome food.
6. Johns hat is spoiled.
7. The negroes rose in rebellion.
8. We have ordered one dozen mens' and boy's clothing.
9. Fowls are good to eat.
10. Womens' rights are very often misunderstood.
11. Deers are plentiful in that district.
12. I caught a dozen trouts this morning.

13. Hand me the scissor.
14. Black sheeps are not so common as white ones.
15. He has passed through many crises.
16. This article costs ten pennies.
17. Monkeys are droll animals.
18. Your 5s are not well made.
19. They grow on the stem by two's and three's.
20. Your fs and ls are very good.
21. I shot fifteen deers last fall.
22. His two son-in-laws went to England.
23. John broke hi's leg.
24. Mary said that the hat was her's.
25. This dog is you'r.
26. He gave up the monies.
27. Those are tall chimnies.
28. He has a span of poneys,
29. Neither the men nor the leader was saved.
30. It was a remarkable phenomena.

AGREEMENT OF SUBJECT AND PREDICATE.

1. Chickens makes good eating.
2. Wolves is very savage in winter.
3. Apples does me more good than anything else.
4. Come here says I.
5. I will not do it says you.
6. Was you at church last night ?
7. They tells me not to go.
8. We was over to see you last week.
9. Has your horse ran away ?
10. Every one were glad to go.
11. Neither the general nor his brother were at the meeting.
12. Were either of you there.
13. Nothing but cars and sorrows seem to be in store for me.
14. Usefulness, and not numbers, are our boast.
15. Nobody but Smith and his uncle were near the place.
16. Is the clothes out on the line ?
17. He as well as his brother were there.
18. His troubles makes him look old.
19. Regularity in all habits are useful.
20. Nearly every one of the animals are sick.
21. Neither of them have deserved anything.
22. Either of them are sure to go if you ask them.
23. When was you to church ?
24. We was there last Sunday.

25. They were to our house.
26. Is the boys in the field?
27. Do the cow eat grass.
28. Your favor of the 15th instant come to hand to day.
29. Either John or Henry were lost.

VERB—WRONG FORMS OF PAST TENSE AND PAST PARTICIPLE.

1. I done all my question—(Two ways of correcting according to meaning.)
2. We seen you down at the dock last night.
3. He has went home.
4. My sister come over on the stage last night.
5. I drunk some water.
6. I sung that song at the last concert.
7. I have broke my eye-glasses.
8. I wouldn't have knowed you.
9. I have ate nothing but potatoes for the last three days.
10. The lake is froze up.
11. I have wore out these boots.
12. How many have wrote their exercises?
13. I had took so much baggage in the boat that she sank.
14. You have growed about six inches since I saw you last.
15. Has your aunt came?
16. Ben Haines has ran away from his parents.
17. They had given us no wages as yet.
18. The hands swole up terribly.
19. We had drank nothing but water for three weeks.
20. We had began to ascend the hill before we noticed it.
21. He swum two miles down the river.
22. We beseeched him to stay.
23. I would have gave a dollar to see it.
24. He intended to have let her went on Tuesday.
25. The water was deeper than he thought it would have been.
26. He run down the hill.
27. I have sung all the songs I knowed.
28. His fingers has swelled up.
29. He swunged the rope over his head.
30. John brung over his saw.
31. Thomas got runned over by a horse.
32. He has came all the way from Barrie.
33. The harness was broke when he come.
34. He done the work as good as he could.
35. William has did all in his power to help them.

36. Johnston has went four miles.
37. Warson has drawed six loads of hay.
38. Thomson has drawn more than him.
39. The wind has blew all night and blowed over Harrison's mill.
40. I have spoke to you several times.
41. He has throwed away his book.
42. He was sentenced to be hung.
43. The Captain has threw the goods overboard.
44. Thomas sprung over the hedge.
45. The horse run away yesterday.

USE OF WRONG AUXILIARY—TRANSITIVE AND INTRANSITIVE VERBS.

1. Can I go to see Flora this afternoon?
2. Will I help you with your questions?
3. I will not do this, said my brother. I tell you you will, I replied.
4. They asked me if they could have my horse to go to Tara.
5. I will start on my voyage next week if nothing happens.
6. If he will not do it I will have to get a substitute.
7. I am firmly resolved to do it and I shall carry it out in spite of any man.
8. The poor unfortunate fellow hung himself in despair.
9. Don't lay down in that spot.
10. The man that murdered Smith was hung yesterday.
11. Don't set down on that stand.
12. I laid down on a heap of stones.
13. The bread don't raise this morning.
14. Shall you whip me if I do that.
15. I will go to-morrow if it doesn't rain.

PRONOUNS.

1. It is me.
1. He is a good deal like me.
3. Us boys is going to Chatsworth.
4. Both her and him is angry about it.
5. Who will I send to town? Not I.
6. He asked you and I to come.
7. Her and her sister are going to Toronto.
8. Hand me them books.
9. John and Bessie see one another often.
10. Christians should love each other.
11. Are you the boy what fell from the ladder?
12. I gave it to one of the men which were working on the railroad.

13. He made a present to the man which saved his life.
14. Willie Roach, done these there specimens all hisself.
15. Any one who trespasses on these grounds will be punished.
16. In memory of John Roach, that died Feb. 21, 1895.
17. Me and he went an seen them folks what live near the river.
18. I went to the man whom I thought was the master.
19. Whom do you take me to be?
20. You are a man that always do what you like.
21. If any one needs assistance, let them hold up their hand.
22. Who are you talking to.
23. Between you and I it is a bad sign.
24. Who will I call?
25. If any boy or girl don't learn them lessons they will remain at their desks for an hour longer.

ADJECTIVES.

1. What kind of a fellow is he?
2. I never liked these kind of people.
3. This apple tastes more sweeter than yours.
4. I didn't mean no harm.
5. It is the most delighfulest place we ever was in.
6. He is the tallest of the two.
7. They returned back home again after three years.
8. I always despised those sort of fellows.
9. I didn't do nothing of the kind.
10. He isn't doing anything I don't think.
11. China is the most densely populated of any country in the world.
12. Neither of them saved any of their property.
13. There are hills on either side of the railway.
14. My two sisters are always quarreling among one another.
15. Them things is hurtful.
16. These there apples are rotten.
17. William is the taller of the three.
18. Them apples tastes sourly.

USING ADJECTIVES FOR ADVERBS AND ADVERBS FOR ADJECTIVES.

1. He done his work so bad that he had to do it over again.
2. I am not near finished yet.
3. These oranges taste very sweetly.
4. She feels badly because he didn't speak to her.
5. Didn't she look beautifully last night?
6. I can buy these cheaper here than at home,

7. I want you to make it good and strong.
8. He seems different from his brother.
9. He acted different from his brother.
10. Don't walk so slow.
11. I am awful glad to see you.
12. You read very good.
13. How are you? Thank you, I am pretty good.
14. He treated his mother-in-law very unfriendly.
15. You speak English poor.
16. It looks very unbecomingly.
17. Do you feel comfortably now.
18. The sun shines very hot to-day.
19. She don't act at all wise.
20. You are not doing that right.
21. You talk too loud.

PREPOSITION.

NOTE. Certain words require certain prepositions to follow such as Persist in : Differ from : Withhold from : Reconcile to : Differ from : Adverse to : Overcome by : Divide between or among Live in or at.

1. Give this to those three boys and tell them to divide it between themselves.
2. I have been waiting on you this last half hour.
3. Is it any use to you?
4. We arrived there at about ten o'clock.
5. While at College you are supposed to conform with the Rules and Regulations laid down in this book.
6. He talked very much but I took no notice to what he said.
7. He fell in the mud on his way home?
8. Will you comply to their request?
9. This is different to what I seen him do before.
10. Draw a line between each question.
11. Try and get rid of him as soon as possible.
12. I beg to differ with you.
13. He went in the house.
14. I remember of seeing him onc't
15. You shall not want for anything while I live.
16. I will not allow of such conduct in my presence.
17. At which of these was you at.
18. He got on to a buggy.
19. Between the three of us, I think we should be able to do it.
20. Where have you been to?
21. Where are you coming from?
22. Who did you come with.

23. He persisted to do this.
24. It is in harmony to that.
25. Not only Sam but Henry came.

VULGARISMS.

1. I feel some better now.
2. This hat is plenty good enough for you.
3. They are mighty stuck up.
4. My shoes are lots big enough.
6. You ain't going away.
7. This wouldn't have occurred if you hadn't of gone away.
8. I disremember when it was.
9. This here boy is the fellow what worked for me last year.
10. I expect he must have taken it with him.
11. You have quite a long ways to come.
12. It was again noon when he come home.
13. It is a wonder he wasn't drowned.
14. You look kind of scared.
15. I used to could do that.
16. You ain't mad at me, are you ?
17. You hadn't ought to stay away so late.
18. I went to see Fred but he wasn't to home.
19. I am going away for to try and get a situation.
20. It is too bad you shouldn't have known that sooner.
21. I ain't overly anxious about having it.
22. I wouldn't like to do it, being as how I promised mother to be a good boy.
23. I am just after going down to tell him.
24. Most any one could do a trick like that.
25. Couldn't you learn me how to sow.
26. I am stopping at Mrs. Smith's.
27. Jack is stronger than you think for.
28. Isn't she awfully nice.
29. I've got into a fix.
30. Now, thinks I, is my chance.
31. Haven't you got something stronger ?
32. He took him to town with him.

MISCELLANEOUS EXERCISES.

1. I will learn yous to steal my apples.
2. Are these a man or a woman's footsteps.
3. There was over a hundred buildings destroyed by that fire.
4. We can't have no noise here.
5. There is no chance of him ever getting stronger without he takes better care of
imself

6. Neither of these boys are my brothers.
7. You read too slow.
8. You will get your neck broke.
9. The man which used to pass here every morning has moved away.
10. The river is raising fast.
11. You must have come after they had went away.
12. It was laying on the edge of the table.
13. Of all other books this is the most interesting.
14. May they live happy together.
15. Can I go home.
16. I am determined that you shall not do it.
17. I am determined that I shall not do it.
18. I found a dog who had run away.
19. He is more talented than any boy I have seen.
20. Don't go in the house without knocking.
21. I am mad at you.
22. I am angry at you.
23. Can you change a Five? I don't know as I can.
24. He saw that after his uncle was gone that there would be no chance for him.
25. Them fellows needs water.
26. The butcher rose the price of meat to-day.
27. She is remarkable pretty.
28. You will never be no better.
29. The annual anniversary of his death is held every year.
30. The grocer has riz the price of butter.
31. Come to my office to-morrow evening at 8 o'clock, P.M.
32. They come to town onc't in a while for to buy bread.
33. He stopped his work for to catch the horse.



Proof Reading and Correcting:

The following are the signs generally used in correcting printers proofs. The accompanying example of corrected proof is reproduced from Worcester's Unabridged Dictionary.

dele, expunge.

turn an inverted letter.

less space between words or letters.

print the diphthong *ae* or *œ* as a single character; thus, *æ*, *œ*.
 take out space.

more space.

directs attention to a bad or foul type.

directs attention to a space or quadrat that stands up.

begin a new paragraph.

placed under words that have been erased, and which it is subsequently decided shall remain, the word, *stet* (let it stand) being written in the margin. *Italics*, if drawn under a word printed in Roman letters ; Roman letters, if drawn under a word printed in *Italics*.

lower case; -- used when a letter, or word that should be printed in common letters has been put in capitals or small capitals.

has been put in capitals or small capitals;
wrong font; used when a character is not the proper size or kind of type.

Querv :---used in any case of doubt.

print in small caps.

EXAMPLE OF PROOF CORRECTING.

HAMLET'S ADVICE TO THE PLAYERS.

Caps.

St. caps. Speak the speech, I pray you, as I pronounced it to you, trippingly on the tongue; but, if you mouth it, as many of our players do, I had as lief the town crier spoke my lines. Nor, do not saw the air too much with your hand, thus: but use all gentility; for, in the very torrent, tempest, and, as I may say, whirlwind of your passion, you must acquire a temperance that may give it smoothness. *and lower*

16
O it offends me to the soul to hear a periwig-pated

robustlous fellow tear {to tatters} a passion, -- to very

rag, — to read the ears of the groundlings, who, for the

most part, are capable of nothing, but inevitable dumb

show an i noiser/ I would have such a fellow ~~referred~~

— for oerdoing Lernagant; it out-Herods Herod. Pray you
.....

avoid it. [Be not too tame, neither but let your own

discretion be your tutor: suit the action to the man, not the man to the action. [Be not too much governed, but let your own

discernment of your duty, and the action to the word, with

with this special observance, that you o'erstep not the modesty

of Nature; for any thing so overdone is from the purpose

of playing, whose end, both at the first and now, was

and is, to hold, as 'twere, the mirror up to nature, to

how Virtue her own feature, Scorn her own picture, and

Every age and body of the time, his form

all very fine

OFFICE OF
FRED FINLAY,
WHOLESALE DRY GOODS,
CLOTHING, &C.

Kingston, April 10, 1893.

Mr. Wm. Burt,
Burnside, Ont.

Dear Sir,--I have received an order for goods from Mr. H. Esplen, a merchant of your town, and as I have no acquaintance with him, I am uncertain as to whether I would be safe in selling to him.

Please let me know immediately as to his financial standing, honesty and promptness, also any other information which would be of service to me in my business relations with him, and you will greatly oblige,

Yours truly,
Fred Finlay.

OFFICE OF
WILLIAM BURT,
PROPRIETOR
BURNSIDE WOOLLEN MILLS.

BURNSIDE, April 13th, 1893.

Fred Finlay, Esq.,
Kingston, Ont.

Dear Sir,--Yours of 10th inst. to hand; and contents fully noted. In reply would state that I have had dealings with Mr. H. Esplen for the last Ten years, and have always found him strictly honest, and prompt in his payments.

He conducts a prosperous business here, besides owning two good farms in the adjoining township of Sydenham, all of which are, I believe, free of encumbrance.

He is a gentlemen who commands the respect and confidence of the entire community, and I consider that you would be perfectly safe in filling his order.

Yours very truly,

WILLIAM BURT.

TITLES.

The following classified lists of titles contain almost all of those in common use and their abbreviation.

I. TITLES OF RESPECT AND COURTESY.

[*Fr.*, denotes French; *pl.*, plural; *italics*, foreign.]

Mister (formerly Master) . . .	MR.	Esquire, Esquires . . .	ESQ. ESQS.	Madam . . .	MAD.
<i>Messieurs</i> (Fr. pl.) . . .	MESSRS.	Master (a boy) . . .	—	<i>Madame</i> (Fr.) . . .	MME.
Gentlemen . . .	—	Mistress (pron. Missis) . . .	MRS.	Ladies . . .	—
Sir, Sirs. . .	—	<i>Mesdames</i> (Fr. pl.) . . .	MMEs.	Miss, Misses . . .	—

II. TITLES OF ATTAINMENT IN COURSE.

(The Latin terms are given only when they are necessary to explain the abbreviation.)

I. DIVINITY.

Bachelor of Divinity. . .	B. D.
Doctor of Divinity . . .	D. D.
Doctor of Divinity, <i>Sanctæ Theologia Doctor</i> . . .	S. T. D.
Doctor of Divinity, <i>Doctor Theologie</i> . . .	D. T.
Professor of Divinity, <i>Sanctæ Theologie Professor</i> . . .	S. T. P.

2. LAW.

Bachelor of Law . . .	L. L. B.
Master of Laws . . .	M. L.
Doctor of Laws . . .	L. L. D.
Dr. of Laws, <i>Jurum Doctor</i> . . .	J. D.
Doctor of Civil Law, <i>Juris Civilis Doctor</i> . . .	J. C. D.
Bachelor of Civil Law . . .	B. C. L.
Doctor of Civil Law . . .	D. C. L.
Dr. of both Laws, Canon and Civil, <i>Juris Utroque Doctor</i> . . .	J. U. D.

3. MEDICINE.

Doctor. . .	DR.
Bachelor of Medicine . . .	M. B.
Doctor of Medicine . . .	M. D.
Master of Surgery, <i>Chirurgia Magister</i> . . .	C. M.
Graduate in Pharmacy . . .	PHAR. G
Master in Pharmacy . . .	PHAR. M.
Doctor in Pharmacy . . .	PHAR. D.
Dr. of Dental Surgery . . .	D. D. S.
Dr. Dental Medicine . . .	D. M. D.
Licensed Dental Surgeon . . .	L. D. S.
Veterinary Surgeon . . .	V. S.

4. PHILOSOPHY & SCIENCE.

Bachelor of Philosophy . . .	PH. B.
Doctor of Philosophy . . .	PH. D.
Bachelor of Science . . .	B. S.
Master of Science . . .	M. S.
Doctor of Science . . .	D. S.

5. ARTS & LETTERS.

Bachelor of Arts . . .	B. A. or A. B.
Master of Arts . . .	M. A. or A. M.
Bachelor of Letters, <i>Baccalaureus Literarum</i> . . .	B. LIT.
Doctor of Letters, <i>Literarum Doctor</i> . . .	LIT. D.
Dr. of Polite Literature, <i>Literarum Humaniorum Doctor</i> . . .	L. H. D.
Poet Laureate . . .	P. L.
Chartered Accountant . . .	C. A.

6. MUSIC.

Bachelor of Music . . .	M. B. or B. Mus.
Doctor of Music . . .	D. M. or Mus. D.

7. DIDACTICS.

Bachelor of the Elements . . .	B. E.
Master of the Elements . . .	M. E.
Bachelor of Science . . .	B. S.
Master of Science . . .	M. S.
Bachelor of the Classics . . .	B. C.
Master of the Classics . . .	M. C.

8. TECHNICS.

Civil Engineer . . .	C. E.
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Topographic Engineer . . .	T. E.
Dynamic Engineer . . .	D. E.
Military or Mechanical Engineer . . .	M. E.

The degrees of Bachelor and Master in each of the departments of engineering, and in chemistry and architecture, are authorized, but are rarely conferred.

9. FELLOWSHIP, ETC.

Associate of the Royal Academy . . .	A. R. A.
Fellow of the Royal Society . . .	F. R. S.
Fellow of the Society of Arts . . .	F. S. A.
Fellow of the Royal Geographical Society . . .	F. R. G. S.
Fellow of the Am. Academy, <i>Académie Americane Socius</i> . . .	A. A. S.
Member of Am. Antiquarian Soc., <i>Americana Antiquaria Societatis Socius</i> . . .	A. A. S. S.
Member of the Am. Oriental Soc., <i>Americana Orientalis Societatis Socius</i> . . .	A. O. S. S.
Member of Am. Phil. Soc., <i>Societatis Philosophicæ Americane Socius</i> . . .	S. P. A. S.
Fellow of the Mass. Med. Soc., <i>Massachusettsensis Medicinæ Societatis Socius</i> . . .	M. M. S. S.
Fellow of the Hist. Soc., <i>Societatis Historicæ Socius</i> . . .	S. H. S.
Fellow of the Chartered Accountants . . .	F. C. A.

III. TITLES OF SERVICE.—OFFICIAL.

1. THE CLERICAL SERVICE.

Archbishop . . .	HIS GRACE
A Bishop (Epis., Cath., <i>et al.</i>):—	
Right Reverend . . .	RT. REV.
A Rector, Minister, Priest, Rabbi, or Reader . . .	REV.

2. THE CIVIL SERVICE.

The Chief Executive :—	
1 Civil: The Prime Minister . . .	P. M.
2 Military: Commander-in-Chief . . .	C. M. C.

Honorable . . .	HON.
The Lord Chief Justice . . .	L. C. J.
His Honor . . .	HON.
Foreign Ministers:—	
His Excellency . . .	H. Exc.
Members of the Cabinet . . .	RT. HON.

Heads of the Departments, Asst. Secretaries, Comptrollers and Auditors of the Treasury, Clerks of the House of Parliament Esq. of the Governor .. Gov. Mayors of Towns .. His WORSHIP Members of the House of Commons, according to their respective titles. All members take the title of Honorable when addressed in the House of Commons.	Provost PRO. Dean Rector RECT. Registrar REG. Librarian LIB. Faculty and Instructors :— Professor PROF. Lecturer Tutor Judges Grand Cross of the Bath .. G.C.B. His or Her Britannic M ^y ty .. H.B.M. His or Her Majesty .. H.M. His or Her Royal Highness .. H.R.H. Keeper of the Privy Seal .. K.P.C. K ^p rof the Seal, <i>Custos Sigilli</i> .. C.S. Knight of St. Andrew .. K.A. Knight of the Bath .. K.B. Knight of the Crescent .. K.C. Knight Commander of the Bath .. K.C.B. Knight of the Garter .. K.G.	Knight of the Grand Cross K.G.C. Knight of the Grand Cross of the Bath .. K.G.C.B. Knight of Malta .. K.M. Knight Commander of the Star of India .. K.C.S.I. Knight .. KT. Knight of the Thistle .. K.T. Member of Congress .. M.C. Member of Parliament .. M.P. Mem. of Prov. Parliament M.P.P. On His or Her Majesty's Service .. O.H.M.S. Parliament .. PARL. Privy Councillor .. P.C. Post Master .. P.M. Post Office .. P.O. Queen's Bench .. B.R.Q.B. Queen's Counsel .. Q.C. Queen, <i>Regina</i> ; King, <i>R</i> , <i>Rex</i> . Q'n Victoria, <i>Victoria Regina</i> .. V.R. Senator, Senior .. SEN.
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3. PROFESSIONAL SERVICES.

Officers of Universities and Colleges :—	
Chancellor CHANC.	
Vice Chancellor .. V. CHANC.	
President PRES.	
Vice President .. V. PRES.	

IV. THE MILITARY AND NAVAL SERVICE.

MILITARY SERVICE.

General GEN.	
Lieutenant General .. LT. GEN.	
Major General .. MAJ. GEN.	
Brigadier General .. BRIG. GEN.	
Colonel COL.	
Lieutenant Colonel .. LT. COL.	
Major MAJ.	
Captain CAPT.	
First Lieutenant .. 1st LIEUT.	
Second Lieutenant .. 2nd LIEUT.	
Cadet CAD.	
Adjutant General .. ADJ. GEN.	
Assistant Adj. Gen. .. A.A.G.	
Inspector General .. INSP. GEN.	
Assistant Insp. Gen. .. A.I.G.	
Quartermaster General .. Q.M.G.	
Assistant Q.M. Gen. .. A.Q.M.G.	
Deputy Q. M. Gen. .. DEP. Q.M.G.	
Quartermaster .. Q.M.	
Assistant Quartermaster .. A.Q.M.	
Royal Engineers .. R.E.	
Royal Artillery .. R.A.	
Surgeon General .. SUR. GEN.	

Chief Medical Purveyor

CHF. MED. PUR.	
Surgeon SURG.	
Assistant Surgeon .. ASST. SURG.	
Paymaster General .. P.M.G.	
Assistant P. M. G. .. ASST. P.M.G.	
Paymaster P.M.	
Chief of Engineers .. CHF. E.	
Chief of Ordnance .. CHF. ORD.	
Judge-Advocate General .. J.A.G.	
Judge Advocate .. J.A.	
Chief Signal Officer .. C.S.O.	

NAVAL SERVICE.

Admiral .. ADM. or ADML.	
Vice Admiral .. V. ADML.	
Rear Admiral .. R. ADML.	
Commodore COMMO.	
Captain CAPT.	
Commander COM.	
Lieutenant Com. .. LT. COM.	
Lieutenant LIEUT.	
Master MAS.	
Ensign ENS.	
Midshipman MID.	

Surgeon General .. SURG. GEN.	
Medical Director .. MED. DIR.	
Medical Inspector .. MED. INSP.	
Surgeon SURG.	
Assistant Surgeon .. ASST. SURG.	
Paymaster General .. P.M.G.	
Pay Director PAY DIR.	
Pay Inspector PAY INSP.	
Paymaster P.M.	
Assistant Paymaster .. A.P.M.	
Royal Navy R.N.	
Victoria Cross V.C.	
Engineer-in-Chief .. ENG-IN-CHF.	
Chief Engineers CHF. E.	
Passed Asst. Eng. .. P.A. ENG.	
Assistant Engineer .. A. ENG.	
Cadet Engineer .. CADET ENG.	
Chaplain CHAP.	
Chief of Construction .. CHF. CON.	
Naval Constructor .. NAV. CON.	
Commandant COMDT.	
Navigator NAV.	
Captain (by courtesy) .. CAPT.	
Master of a Merchant Vessel.	

V. THE DIPLOMATIC AND CONSULAR SERVICE.

Envoy Extraordinary and Minister Plenipotentiary .. E.E. & M.P.	Secretary of Legation .. SEC. LEG.	Deputy Consul. D.C.
Min. Plenipotentiary. MIN. PLN.	Interpreter INT.	Consular Agent CON. AGT.
Minister Resident .. MIN RES.	Consul General. C.G.	Commercial Agent C.A.
Minister General and Consul-General .. M.R. & C.G.	Vice-Consul General .. V.C.G.	Agent AGT.
	Consul C.	Marshal MAR.
	Vice-Consul V.C.	Consular Clerk. C.C.

Classified Abbreviations.

GEOGRAPHICAL.

Canadian :—

Canadian	CAN.
Dominion of Canada	D.C.
Ontario	ONT.
Quebec	QUE.
New Brunswick	N.B.
Nova Scotia	N.S.
Prince Edward Island	P.E.I.
Cape Breton	C.B.
Manitoba	MAN.
British Columbia	B.C.
North West Territories	N.W.T.

United States :—

Alabama	ALA.
Ala-ka Territory	ALASKA.
Arizona Territory	ARIZ.
Arkansas	ARK.
California	CAL.
Colorado	COLO.
Connecticut	CON.
Delaware	DEL.
District of Columbia	D.C.
Florida	FLA.
Georgia	GA.
Idaho Territory	IDAHO.
Illinois	ILL.
Indiana	IND.
Indian Territory	IND. T.
Iowa	IOWA.
Kansas	KANS.
Kentucky	KY.
Louisiana	LA.

Maine	ME.
Maryland	MD.
Massachusetts	MASS.
Michigan	MICH.
Minnesota	MINN.
Mississippi	MISS.
Missouri	MO.
Montana	MONT.
North Dakota	N. DAK.
Nebraska	NEBR.
Nevada	NEV.
New Hampshire	N.H.
New Jersey	N.J.
New Mexico Territory	N.MEX.
New York	N.Y.
North Carolina	N.C.
Ohio	OHIO.
Oregon	OREGON.
Pennsylvania	PA.
Rhode Island	R.I.
South Carolina	S.C.
South Dakota	S. DAK.
Tennessee	TENN.
Texas	TEX.
Utah Territory	UTAH.
Vermont	VT.
Virginia	VA.
Washington	WASH.
West Virginia	W. VA.
Wisconsin	WIS.
Wyoming Territory	WYO.
England, English	ENG.
France, French	FR.
German, Germany	GER.

Great Britain	G.B.
Ireland	IRE.
Italy, It. ; Italian	ITA.
Jamaica	JAM.
Japan	JAP.
Mexico	MEX.
New Brunswick	N.B.
New Foundland	N.F.
Prussia, Prussian	PRUS.
Russia, Russian	RUSS.
Scotland	SCOT.
South America	S.A.
Sandwich Islands	S. ISL.
Spain	SP.
West Indies	W.I. or W. IND.

MISCELLANEOUS.

Avenue	AVE.
Borough	BOR. or bor.
Concession	CON.
County	Co. or co.
Court House	C.H.
District	DIS.
East, E ; West, W ; North, N ; South, S.	
Island	ISL.
Lake	L.
Mountain or Mount, Mt. (pl Mts.)	
Railroad	R.R.
River	R.
Street	St.(pl. STS.)
Township	TP.
Village	Vil. or vil.

V.I. CHRONOLOGICAL.

TIME OF DAY.

Hour, h. ; minute, min. ; second sec.

Forenoon (<i>ante meridiem</i>)	A.M.
Afternoon (<i>post meridiem</i>)	P.M.
Noon (<i>meridiem</i>)	M.

DAYS.

Dayd. or da.
Sunday	SUN.
Monday	MON.
Tuesday	TUES.
Wednesday	WED.
Thursday	THURS.
Friday	FRI.
Saturday	SAT.

Christmas	XMAS.
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MONTHS.

Month, months	MO., MOS.
Last month (<i>ultimo</i>)	ULT.
This month (<i>instant</i>)	INST.
Next month (<i>proximo</i>)	PROX.

The Calendar :—

January	JAN.
February	FEB.
March	MAR.
April	APR.
May	MAY.
June	JUNE.
July	JUL.
August	AUG.

September	SEPT.
October	OCT.
November	NOV.
December	DEC.

YEARS AND ERAS

Year, years	YR., YRS.
By the year (<i>per annum</i>)	PER. AN.
Before Christ	B.C.
In the Christian Era (<i>anno Domini</i>)	A. D.
In the year of Rome	A.U.C.
Century	CEN.
Old Style (before 1752.)	O.S.
New Style (since 1752)	N.S.

III. RELATING TO BOOKS AND LITERATURE.

Abbreviated	ABBR.	Example	EX.	Rhetoric	RHET.
Abridged	ABR.	<i>Exempli gratia</i> (for example)		Remark	REM.
Anglo-Saxon A. S ..	ANG.-SAX.		E. G., EX. G.	Section	SEC.
Anonymous	ANON.	Exception	EXC.	Shakspeare	SHAK.
Answer	ANS.	Figure, Figurative ..	FIG.	Supplement	SUP.
Article	ART.	History, Historical ..	HIST.	Synonym	SYN.
Appendix	APP.	<i>Idem</i> (same author) ..	Id. or id.	Transpose	tr.
And so forth (in such a manner) &c.		<i>Id est</i> (that is)	i. e.	Version	VER.
Book	Bk. or bk.	Introduction	INTR.	Volume	VOL. (pl. vols.)
Boards (binding) ..	BDS.	Journal	JOUR.	Wrong fount (type)	W. F.
Bound	BD.	Library, Librarian ..	LIB.		
Half-bound	Hf.-BD.	Lower Case (type) ..	l. c.		
Capital letters CAP. (pl. CAPS.)		Manuscript	MS. (pl. MSS.)		
Small Capital S. CAPS., S. C.		Observation	OBS.		
Chapter	CHAP.	Page, pages	P., p., pp.		
Compare (<i>confer</i>) ..	CF.	Paragraph	par., ¶		
Cyclopædia	CYC.	Preface	PREF.		
Dictionary	DICT.	Postscript	P. S., (pl. P. SS.)		
Edition EDIT., ed.; editor. ED.		Publisher, lication, lisher PUB.			
Encyclopædia	ENCYC.	Question	QUES.		
<i>Et cætera</i> (and other things) ETC.		Query	Qv., qy., or ?		
<i>Et sequentia</i> (and what follows)		<i>Quod vide</i> (which see) ..	q. v.		
	ET SEQ.	Review	REV.		

SIZES OF BOOKS.

A book formed of sheets folded.	
in 2 leaves is a folio	= fol.
in 4 leaves is a quarto	= 4to.
in 8 leaves is an octavo	= 8vo.
in 12 leaves is a duodecimo	= 12mo.
in 16 leaves is a 16mo.	
in 18 leaves is an 18mo.	
in 24 leaves is a 24mo.	
in 32 leaves is a 32mo.	
in 64 leaves is a 64mo.	

IV. RELATING TO BUSINESS.

Account	ACCT.	Cent, cents	CT. CTS.	Measure	MEAS.
Agent	AGT.	Clerk	CLK.	Number, Numbers ..	No., Nos.
Amount	AMT.	Ditto (the same)	do.	Ounce	oz.
At or to (mercantile) ..	@ a.	Discount	DIS.	Pound, Pounds	lb., lbs.
Average	AV.	Dividend	DIV.	Pennyweight	pwt., dwt.
Balance	BAL.	Dollar, Dollars	dol., dols., \$.	Package	pkg.
Barrel, barrels BL., BBL. or BLS.		Dozen	Doz.	Peck, Pecks	pk., pks.
Bank	BK.	Each	EA.	Pint, Pints	pt., pts.
Bought	BOT.	Errors Excepted	E. E.	Payment	pmt.
Brother, Brothers ..	BRO., BROS.	Errors and Omissions	Excepted	Paid	pd.
Bushel	BU., BUSH.		E. & O. E.	Per annum (by the year)	per an.
By the	P., p.	Foot, Feet	FT.	Per cent. (by the 100)	per cent. %
Cashier	CASH.	Free on board	F. O. B.	Quart, Quarts	qt., qts.
Cleared	CLD.	Gross	GRO.	Quarter, Quarters ..	qr., qrs.
Company	CO.	Handkerchief	HDKF.	Received	RECD.
Collector	COLL.	Hundred	HUND.	Schooner	SCHN.
Collect on Delivery ..	C. O. D.	Hogshead	HHD.	Sailed	SLD.
Commerce	COM.	Interest	INT.	Tonnage	TON.
Credit, creditor	CR.	Journal	JOUR.	Weight	WT.
				Yard, Yards	Yd., Yds.

V. RELATING TO LAW AND GOVERNMENT.

Administrator	ADM.	Court of Sessions	C. S.	Non prosecutor (he does not prosecute)	NON PROS.
Advocate	ADV.	Defendant	DEFT., DFT.	Notary Public	N. P.
Attorney	ATTY.	Deputy	DEP.	On Her Majestys Service	O. H. M. S.
Against (<i>versus</i>) ..	v. or vs.	Department	DEPT.	Parliament	PARL.
Alderman	ALD.	District Attorney ..	DIST. ATTY.	Plaintiff	PLFF.
Assistant	ASST.	High Court of Justice	H. C. J.	Post Office	P. O.
And others (<i>et alii</i>) ..	ET AL.	His (Her) Brit. Majesty	H. B. M.	Post Master	P. M.
Clerk	CLK.	His (Her) Majesty	H. M.	Public Document ..	PUB., Doc.
Commissioner	COM.	His (Her) Roy. Highness	H. R. H.	Queen Victoria (<i>Victoria Regina</i>)	V. R.
Committee	COM.	House of Representatives	H. R.		
Common Pleas	C. P.	Justice of the Peace ..	J. P.	Right Honorable ..	Rt. Hon.
Congress	CONG.	Legislature	LEG.	Republic, Republican	REP.
Constable	CONST.	Members of Congress ..	M. C.	Solicitor	SOL.
County Court	C. C.	Member of Parliament ..	M. P.	Superintendent	SUPT.
Co. Commissioners (or clerk)	C. C.	Member of Provincial Parliament	M. P. P.	Surveyor General ..	SURV. GEN.
Court of Common Pleas	C. C. P.				

VI. ECCLESIASTICAL.

For abbreviation of clerical offices and titles, see page 176.

Baptist BAPT.	God willing (<i>Deo volente</i>)	D.V.	Lutheran LUTH.
By God's grace (<i>Dei Gratia</i>)	D.G.	Episcopal EPIS.	Methodist METH.
Congregational CONG.	Evangelical EVANG.	Methodist Episcopal M.E.
Church, Churches	CH., CHS.	Ecclesiastical	ECC., ECCL.	Protestant PROT.
Clergyman CL.	Jesus the Saviour of men (<i>Jesus hominum Salvator</i>) I.H.S.	Protestant Episcopal P.E.
Deacon DEA.	Jesus of Nazareth, King of the Jews (<i>Jesus Nazarenius Rex Judeorum.</i>) I.N.R.I.	Presbyterian PRESB.
Disciples DIS.			Reformed, Reformation	REF.
Defender of the faith (<i>Fidei defensor</i>)	D.F.			Roman Catholic	ROM. CATH.

VII. MISCELLANEOUS.—(*Unclassified.*)

<i>Ad libitum</i> (at pleasure)	AD.LIB.	<i>Hic jacet sepultus</i> (here he lies buried)	H.J.S.	Obedient OBT.
Agriculture AGR.	<i>Hic requiescat in pace</i> (here he rests in peace)	H.R.I.P.	Optics OPT.
Architecture ARCH.	<i>Incognito</i> (unknown)	INCOG.	Ornithology ORNITH.
Arithmetic ARITH.	<i>Intransitu</i> (in the passage).	IN TRANS.	Philosophy PHIL.
Astronomy ASTRON.			Phonography PHONOG.
<i>Ætatis</i> (of age)....	Æt.Æ.			Phrenology PHREN.
Botany BOT.	Junior	JR. or JUN.	Physiology PHYS.
Chemistry CHEM.	Military MIL.	<i>Pinxit</i> (he painted it) PINX.
College COLL.	Mythology MYTH.	<i>Pro tempore</i> (for the time)	PROTEM.
Corresponding Sec	COR. SEC.	National, Natural NAT.	Recording secretary	REC. SEC.
<i>Delinavit</i> (he threw it)	D.L.	<i>Nemine contradicente</i> (no one contradicting)	NEM CON.	Regiment REGT.
Errors Excepted E.E.	<i>Nemine dissentiente</i> (no one dissenting)	NEM. DISS.	Secretary SEC.
Executive Com.	EXEC. COM.	<i>Non sequitur</i> (it does not follow)	NON. SEQ.	<i>Sculpsit</i> (he engr. it)	SC. SCULP.
Fahrenheit (thermometer)	FAHR.			Scrivener (writer). SCR.
For example (<i>exempli gratia</i>)	E. G., EX., G.			Senior SR., Sen.
<i>Fecit</i> (he did it) FEC.			Senator SEN.
Grammar GRAM.	<i>Nota Bene</i> (note well)	N.B.	Servant SERV.
Geography GEOG.	Number (<i>numero</i>)	No. (pl. Nos.)	Stenography Stenographic STEN.
Geometry GEOM.	<i>Obit</i> (he died) OB.	<i>Videlicet</i> (namely) VIZ.
Horticulture HORT.	Objection, Objective, etc.	OBJ.	Zoology ZOOL.



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